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Manual of Information

RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE CLASSIFIED AND UNCLASSIFIED POSITIONS, THE CONDITIONS
GOVERNING EXAMINATIONS AND APPOINTMENTS, THE RULES FOR
RATING EXAMINATION PAPERS, AND SPECIMEN EX-
AMINATION QUESTIONS; ALSO THE CIVIL
SERVICE ACT AND THE CIVIL
SERVICE RULES.

This manual is divided into two parts. Part 1 is printed in English, and
Part 2, containing the same information as Part 1,
is printed in Spanish.

Este manual está dividido en dos partes. La primera impresa en inglés y la
segunda, que contiene los mismos informes,
está vertida al español.

MANILA:

1901.

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MANUAL OF INFORMATION.

Section 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry should be addressed to the Philippine Civil Service Board, Manila. The Board does not receive applications for admission to the civil service of the United States. All such applications should be addressed to the United States Civil Service Commission, Washington, D. C.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States and are, therefore, not subject to examination or certification by this Board. The positions referred to include those under the Adjutant General, Inspector General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Engineer Officer, Ordnance Officer and Signal Officer.

On September 19th, 1900, the United States Philippine Commission enacted a law known as the "Civil Service Act," which provides for the organization of the Philippine Civil Service Board, which is authorized by the act to prepare rules and to formulate examinations for entrance to and promotion in the service covered by the act, the purpose of which is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands." The Civil Service Act, and the Rules prepared in accordance therewith are printed as an appendix to this Manual.

The term "Unclassified Service" indicates that portion of the Philippine civil service in which vacancies may be filled without examination and certification by the Board.

The term "Classified Service" indicates that portion of the service which is subject to the provisions of the Act and the Rules, and in which vacancies must be filled according to the methods therein prescribed. A vacancy in a position in the classified service may be filled: first, by original appointment through examination and certification by the Board; second, by promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

Certain positions, as shown in the schedules below, when not filled by promotion, transfer, or reinstatement, must be filled by competitive

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examination while others may be filled by non-competitive examination if in the opinion of the Board a competitive examination is not practicable.

Classified and unclassified positions.

Sec. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service.

Schedule A. All civil employees of whatever designation, whether compensated by a fixed salary or otherwise, whose duties are principally those of bookkeepers, bookbinders, clerks, chief clerks, draughtsmen, engineers (steam or mechanical), examiners, inspectors, interpreters, janitors, letter-carriers, machinists, messengers, printers, stenographers, typewriters, translators, or watchmen under the Military Governor, the United States Philippine Commission, the Treasurer of the Islands, the Auditor of the Islands, the Collector of Customs for the Islands, the Collector of Internal Revenue for the Islands, the Director of Posts for the Islands, the Civil Service Board, the Bureau of Forestry, the Bureau of Mines, the Bureau of Statistics, the General Superintendent of Public Instruction, the Wardens of Penitentiaries and Prisons, the Provost Marshal General of Manila, and the Captain of the Port of Manila. The offices, positions and employments included in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by competitive examination.

Schedule B. Heads of departments and offices of the municipal service of Manila and professional, technical and scientific positions, including all employees of whatever designation, whether compensated by a fixed salary or otherwise, whose duties are principally those of bacteriologists, cashiers, chemists, civil engineers, disbursing officers, foresters, physicians, practicanes, vaccinators and veterinarians. The offices and positions in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, or otherwise, as the Board may determine to meet the needs of the service.

Schedule C. Positions of skilled and unskilled laborers. These positions are classified and vacancies therein will be filled in accordance with the method described in this Manual under the head "Employment of Laborers."

Schedule D. The Treasurer of the Islands, the Auditor of the Islands, the Collector of Customs for the Islands, the Collector of Internal Revenue for the Islands, the Director of Posts for the Islands, the Head of the Bureau of Forestry, the Head of the Bureau of Mines, the General Superintendent of Public Instruction, the members of the Civil Service Board, and the Chief Statistician. These offices are not at this time, subject to any form of examination by the Board, but after eighteen months from the date when the Board shall certify that it has a sufficient list of eligibles to fill vacancies in the lower grades in the service, vacancies occurring in said offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of all the first, second and third assistants in such offices, without regard to the office in which they may

be employed. Until the expiration of this time vacancies in these offices may be filled without regard to the provisions of the Civil Service Act.

Schedule E. The Cashier of the Collector of Customs for the Islands, the Captain of the Port of Manila, the Collector of Customs at Iloilo, and the Collector of Customs at Cebu. These offices are not at this time subject to any form of examination by the Board, but after one year from the date when the Board shall certify that it has a list of eligibles to fill lower grade vacancies, vacancies in these offices shall be filled by promotion by competitive examination. Until the expiration of this time vacancies in these offices may be filled without regard to the Civil Service Act.

Schedule F. One private secretary for the Military Governor and for each member of the United States Philippine Commission, members of the police force and of the fire department of the city of Manila, guards at prisons and penitentiaries, and school teachers of the Department of Public Instruction. These positions are not classified and are therefore not subject to any form of examination by the Board.

The omission in any of the above schedules of any official designation of an office, position or employment shall not exclude it from the schedule to which it properly belongs, in accordance with requirements of the Civil Service Act.

How to proceed to secure an examination.

Sec. 3. Applicants residing in the Philippine Islands who desire to be examined for this service should apply by letter or in person to the Philippine Civil Service Board, Casa de Intendencia, Manila, for a blank form upon which to make application for examination and for a Manual of Information for Applicants. Each applicant must apply for his own application blank and Manual, as it is contrary to the practice of the Board to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service, should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish the necessary information and hold the examinations for this Board in the United States. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank application and a Manual should decide what examination he desires to take. A description of the principal examinations held by this Board will be found in the Manual. Applicants residing in the Philippine Islands may be examined at Manila, Iloilo or Cebu.

The blank application furnished by the Board should first be carefully read by the applicant and then filled in with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Board. The application, as well as the oath of loyalty, must be subscribed and sworn to before a justice of the peace in and for the province in which the applicant resides, or may be made before a member of the Civil Service Board. The oath of loyalty need not be executed by applicants for examination in the United

States. The vouchers must be filled in by reputable persons who are acquainted with the applicant. After the application has been filled in and properly executed, it should be forwarded to the Board. If the application is found in correct form the applicant will be sent a notice of the fact by the Board and informed when and where he may be examined.

Applications for examinations may be obtained from and filed with the Board at any time, but unless received at least five days prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in Iloilo or Cebu to permit of the shipment of papers to those points, they may not be accepted for that examination ; but, if properly executed, will be approved, and a notice sent to the applicant for the next examination of the kind which he desires, which may be held at the place selected.

Applicants who claim citizenship in the United States must make oath in their application to their citizenship. In the case of Europeans claiming citizenship, proof of such must be furnished. If naturalized, the certificate of naturalization must accompany the application. A foreign born person who claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons to prove that to their knowledge his parents were United States citizens at the time of his birth, and that they did not previously, then, or at any subsequent time renounce, or legally declare their intention of renouncing their United States citizenship, and also that the applicant is the reputed child of the person through whom he claims citizenship. A foreign born citizen who was naturalized by the naturalization of his father or his mother while he was a minor must furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States must furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen), and evidence of her marriage to him.

An application from a foreign born person claiming citizenship, but failing to furnish the required proof, will be cancelled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers, showing the facts in the case.

No person will be admitted to examination unless he has filed an application blank with the Board as required.

An applicant who has applied for examination at Manila, Iloilo or Cebu and desires to change the place of his examination from one city to another, may be examined at the place requested by him, if he returns his authority for examination within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one kind of examination, and if an applicant desires to take two or more different kinds he must file an application for each examination.

Persons who are debarred from examinations.

Sec. 4. No person will be admitted to an examination :
Who is under eighteen years of age.

Who is over forty years of age, if he is an applicant for examination for any of the positions included in Schedule A on page 4.

Who is not a citizen of the United States or a native of the Philippine Islands or a person who has, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the Islands ; except that in special cases where it is not practicable to hold competitive examinations, the Board may waive this requirement to meet the demands of the service.

Who is a resident of the Philippine Islands and fails to take the oath of loyalty required of applicants and to furnish evidence satisfactory to the Board that he is loyal to the United States of America as the supreme authority in the Islands.

Who is a resident of the United States and who, upon the physical examination required to be given by a competent physician, is found to be disqualified for efficient service in these Islands.

Who habitually uses intoxicating liquors to excess.

Who is an officer or an enlisted man in the Army, the Navy or the Marine Corps of the United States, and has not obtained permission from the proper military or naval authority to enter an examination.

Who has made a false statement in his application or who has been guilty of deceit or fraud in any manner in connection with an application or examination, or who has been guilty of crime or of infamous or of notoriously disgraceful conduct, which in the opinion of the Board should disqualify him for the service.

Who has been dismissed from the service for delinquency or misconduct within one year preceding the date of his application.

Who has failed to receive absolute appointment at the end of his probationary service to the position for which he again applies within one year from the date of his probationary service.

Who within one year has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

What applicants should bring to the examination room.

Sec. 5. All applicants in competitive examinations, and in non-competitive examinations where writing is required, must provide themselves with pens, penholders, erasers, ink and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished by the Board.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables. However, in view of the present lack of typewriting machines in the Philippine Islands the Board will, when possible and when requested in advance, endeavor to furnish typewriting machines for the use of competitors examined in the islands.

Applicants for the bookkeeper, draughtsman or other examinations requiring the use of instruments, must furnish the instruments required.

Each applicant must bring his authority for examination to the examination room and present it to the examiner in charge.

Haste and carelessness in examinations.

Sec. 6. Many competitors fail to pass an examination or fail to obtain a satisfactory grade, not through a lack of knowledge, but princi-

pally owing to haste and carelessness in reading and interpreting questions and in writing the answers. This is especially true as to technical and professional examinations in which, with few exceptions, time is not an element in determining the ratings. While a competitor must finish his examination within the time allowed he should carefully, thoughtfully and completely answer each question.

The time allowed for each examination is considered sufficient for competitors to complete it by using a reasonable degree of intelligent application in their work, and it cannot be extended in individual cases, as for instance, where a competitor devotes so much time to the work of one subject that he cannot complete the remaining subjects within the prescribed time.

Rules governing competitors in examinations.

Sec. 7. The following is a copy of the regulations furnished to each competitor at the beginning of an examination :

1. In order that the identity of competitors may not be disclosed until after the examination papers are rated each competitor will be given an examination number which he will write, instead of his name, on each sheet of his examination. He should not sign his name to any sheet in the examination.

2. Unless otherwise stated, you are not limited in time on any sheet, but gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

3. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

4. Read carefully the printed instructions on each sheet before commencing work thereon.

5. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

6. An examination sheet spoiled by you cannot be exchanged for another of the same kind.

7. Perform all work on each examination sheet with ink.

8. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

9. Use no blank paper except that furnished by the examiner in charge and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the marking, but for destruction.

10. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions for the purpose of taking them from the examination room.

11. All conversation or communication between competitors during the examination is strictly prohibited.

12. Do not copy or attempt to copy from the work of any competitor, or permit any competitor to copy from your work or to read the examination sheets in your possession.

13. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist its solution.

14. Copies of examination papers or examination questions must be handed in with the answers and must not be taken from the room.

N. B.—A violation by you of the instructions contained in paragraphs 10, 11, and 12 will be deemed sufficient cause for cancelling your papers. You are requested to report to the examiner any irregularity that may come under your notice during the examination.

Notice of standing to competitors.

Sec. 8. As soon as practicable after the examination papers have been rated a notice of standing will be sent to each person examined whether such person passes or fails to pass. Letters inquiring how soon the papers will be rated will only serve to delay the work.

If the papers of a competitor who passes an examination are not complete in every particular the name of such competitor will not be entered upon the eligible register nor notice of standing sent until the papers are completed.

In cases of alleged collusion, the names of the persons suspected will not be entered upon the eligible register, should they make an eligible average, nor will notice of standing be sent unless the charges of collusion are not sustained.

Competitors in examinations, after being notified of the result of their examinations, may review their papers in the office of the Board and have the markings explained to them if they so desire.

Change of post office address.

Sec. 9. If an applicant or eligible should change his post office address he should immediately inform the Board. A failure to do this will be treated as the fault of the applicant or eligible and may result in his losing an opportunity of appointment.

When period of eligibility begins and ends.

Sec. 10. The period of eligibility on all registers for original appointment is one year from the date of entering a name on the register, which is done as soon as practicable after the papers have been rated. The date of entering a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended in the discretion of the Board for a further period of one year upon such conditions as the Board may prescribe. If a person whose name is upon any register shall be mustered into the military or naval service of the United States at a time when the United States may be engaged in war or in suppressing an insurrection, the period of eligibility of such person may, under such conditions as the Board may prescribe, be considered as suspended during the time that the eligible may be serving in the Army or Navy of the United States.

When re-examinations are allowed.

Sec. 11. A competitor who passes an examination will not be allowed a re-examination of the same kind while his name is on the eligible register or until the last regular examination before the date of the expiration of his period of eligibility. A competitor who fails in an examination will not be allowed re-examination until the next regular examination. Competitors who claim that they were unable to do themselves justice because of illness occurring before or during the progress of their examination must abide by the result of their examination. A special re-examination will be allowed only in cases where it is shown that competitors have suffered injustice through an act of the Board or one of its agents.

Methods of certification for appointment.

Sec. 12. Whenever a vacancy exists the head of a department or office makes requisition upon the Board for the certification of names to fill the vacancy, specifying the kind of position vacant, the sex desired, and the salary. Upon receipt of such requisition the Board takes from the proper register of eligibles the names of the three persons, or a less number if there are not so many as three on the register, standing highest of the sex called for, and certifies them to the head of the department or office, who is required to select one of the names certified to fill the vacancy. He may select any one of the names. The remaining names are returned to the Board to await further certification, if in order on the occurrence of another vacancy. The time of examination is not considered in making a certification, as the highest in grade on the register must be certified first although they may not have been the first examined. No eligible can be certified for appointment more than three times to the same department or office, but may, if in order of certification, be certified three times to each department or office during the period of eligibility. Efforts to hasten certification or to secure certification out of the order required by the Civil Service Act and rules cannot possibly be of any avail. The Board has no power whatever to certify a name out of its order or to withhold a name from certification when in order. An eligible who declines an appointment tendered him will not again be certified unless he shall request in writing within thirty days the benefit of the remaining certifications which the rules allow, stating his reasons, which must be satisfactory to the Board, for declining the appointment. An eligible who declines an appointment twice, even though he should give satisfactory reasons in each case, will not again be certified from the same examination. Upon appointment from any register the name of an eligible will be removed from all registers on which it may appear unless he requests otherwise in writing.

Prospect of appointment.

Sec. 13. As the Board has no means of ascertaining in advance when vacancies may occur in the service it cannot furnish any information as to when the names of eligibles may be reached for certification or as to the prospects of appointment. The conditions of appointment in the various branches of the service are such that nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. As the highest possible rating in an examination is 100 and the lowest that makes one eligible to appointment is 70, it will be seen

that the nearer the rating is to 100 the more likely it is that the person may be reached for certification within the period of eligibility. The names of those who pass examinations are entered on the lists of eligibles in the order of their averages, and appointments are made from the head of the list, those passing highest being certified first. If the number of eligibles, therefore, is in excess of the needs of the service those who may successfully pass the examinations, but with low averages, will not be reached for certification and appointment. Under the Civil Service Act and rules the heads of departments and offices are the final judges of the qualifications of the persons selected for appointment and the Board cannot interfere with the proper exercise of their discretion in selecting from among those certified.

Appointment to the service is usually in the lower grades, the higher grades being generally filled by promotion. The prospects of promotion vary so much in the different departments and offices that no special information on this subject can be given.

The Civil Service Act requires that when the names of natives of the Islands and of honorably discharged soldiers, sailors and marines of the United States, are certified for appointment by the Board, the appointing officer must, when other qualifications are equal, prefer : first, natives of the Islands, and then, honorably discharged soldiers, sailors and marines. Neither of these classes, however, can be certified out of the order of their relative standing on the register, but when they are certified as a result of their relative standing the appointing officer must show preference in selection in the order mentioned, if other qualifications are equal.

It is probable that there will be little demand for Americans for clerical or other positions which natives of the Islands are competent to fill ; in fact, it will not be advisable for Americans to seek positions in the Philippine Civil Service unless they have professional, technical or scientific qualifications, or special clerical ability. There will be a demand for Americans in such positions as stenographers and typewriters, Spanish interpreters and translators, bookkeepers to a limited extent, inspectors in the Custom Service, financial agents and department assistants. The salaries for junior and under clerks and for messengers, watchmen, laborers, and other minor positions will not be sufficient to warrant Americans in coming to the Islands to seek such positions, and examinations to fill vacancies in them will not be held in the United States.

It is the intention of the Civil Service Act to establish in these Islands a permanent civil service so administered that a person who enters one of the lower grades may by loyal and efficient service secure promotion to the highest offices in the civil service. The Act expressly provides, that after the expiration of eighteen months from the date when the Board establishes its registers of eligibles, vacancies occurring in the offices enumerated in Sec. 20 of the Act shall be filled by the promotion without examination of persons in the service, and that after the expiration of twelve months from such date vacancies occurring in the offices enumerated in Sec. 21 of the Act shall be filled by competitive examination from among those in the service. It will be seen, therefore, that after eighteen months from the date when the Board is prepared to certify eligibles to fill vacancies, the higher offices in the service will be required to be filled by promotion.

Employment of laborers.

Sec. 14. Owing to the conditions governing the employment of laborers in the Philippines the Board has not deemed it advisable to accept applications for such employment for the purpose of establishing eligible registers from which certifications may be made to fill vacancies. Applicants for employment as laborers should therefore apply at the department or office in which they desire employment. Those who apply first, when their services are needed, will be the first selected, if after proper inquiry the appointing officer is satisfied as to their capacity to labor, their habits of industry and sobriety, and their honesty. No consideration whatever will be given to the political or religious opinions of applicants, but those who are selected for employment must take the oath of allegiance before being assigned to work, and any skilled or unskilled laborer in the service found to be disloyal to the United States of America as the supreme authority in these Islands will be immediately removed from the service. Laborers in the service who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, will be furnished with discharge cards certifying to this fact, and upon presenting such cards will be preferred in subsequent appointments as vacancies occur.

The Board has no power of appointment or removal.

Sec. 15. The Civil Service Act and rules do not give the Board any power of appointment or removal, as this power rests in the heads of departments or offices, subject to the approval of the Military Governor, under authority of the United States Philippine Commission. Upon requisition of the head of a department or office the Board will certify eligibles for appointment, from which certification the appointing officer makes his selection and appointment. The Civil Service Act requires that appointing officers, in making selections from certifications of eligibles by the Board, shall, when other qualifications are equal, select : first, natives of the Philippine Islands, whenever their names appear on certifications ; and, secondly, honorably discharged soldiers, sailors and marines of the United States. When selection is made the duty of the Board ends. The Board, however, may investigate in regard to the illegality of an appointment or removal, under sections 9, 12 and 18 of the Civil Service Act.

Information for Americans concerning conditions of life in the Philippines.

Sec. 16. Cost of living.—At this time, January, 1901, the cost of living in Manila, the seat of government, is higher than in the United States. Satisfactory accommodations cannot be secured at any of the hotels for less than \$35 per month, and the rates exceed this amount according to the character of the hotel and the accommodations furnished. Many of the Americans, however, secure rooms with private families and board in messes, the provisions being purchased from the Commissary. The food obtained from the Commissary stores is the best, and the average cost for room and board for those who live in this manner is about \$35 a month.

It will be the aim to make the service attractive for competent Americans who will be required to assist in the work of the Government. As

soon as practicable the Government will have erected a number of houses in a desirable and healthful section of Manila. The rent of these houses will be low and each one will probably accommodate five or six persons. Those who occupy them can obtain servants with little difficulty. It is also proposed to establish stores similar to the army commissary stores for the benefit of civilian employees. The stores will be well stocked with provisions, groceries, and other necessities of life, and civilian employees will probably be able to purchase from these stores at about 10 per cent. above the cost to the Government. When the houses referred to are erected and the stores established, civilian employees will be able to secure very satisfactory quarters and board at not exceeding \$30 each a month. Those who are assigned to the provinces live considerably cheaper than in Manila.

Sec. 17. Cost of Transportation.—The street car system in Manila is inadequate and it is the practice to hire what are called carromatas and quilezes whenever one desires to go any distance in the city. The charge for the use of these cabs is 15 cents for carromatas and 20 cents for quilezes for the first hour with a reduction for each subsequent hour. The average cost to employees a month for their use is about \$10. It may be stated, however, that extensive public improvements are now under way in Manila, and there is no doubt that in time an electric or other street railway system will be installed in Manila and the cost of transportation will then be no more than in the United States.

Sec. 18. Climate and clothing.—There is continuous warm weather in the Philippines, but the heat is not intense and, while the climate is not what may be termed invigorating, the general health of American civilians who take reasonable care of themselves is good. During the greater part of the year Americans suffer less from heat than during the summer months in the United States. From April to July is the hottest period. From July to October there are frequent rains which cool the atmosphere, and from about the middle of November to the middle of March the weather is, as a rule, clear and pleasant. The nights during this period are cool; in fact, the nights are generally pleasant during the whole of the year with the exception of possibly two or three months.

Americans usually dress in white drill suits. Those who come to the Philippines will find it to their financial advantage to wait until they reach Manila before purchasing any clothing for use in this climate. Serviceable white cotton drill suits are made to order in Manila for about \$3 each. Heavier clothing adapted to the climate at times can also be purchased at very reasonable prices.

Method of rating examination papers.

Sec. 19. The following method is observed in rating examination papers by the Board :

After an examination is held the papers are arranged by sheets or subjects. When they are ready to be rated they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time

assembled or brought together, his general average is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. *The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his general average determined.* As the charges for specific errors are all fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher average by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

Rules for rating examination papers.

Sec. 20. As soon as practicable after an examination the papers of the competitors shall be rated and the average percentage of each ascertained.

All examination papers shall be rated under the following rules:

Rate every correct answer.....	100	} The difference between the sum of the charges for errors against each answer and 100 will be the rating for the answer.
Rate every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct from 100 the sum of the charges for errors against each answer.....		

Rules for rating Spelling.

	From 100 Deduct.
1. For each error in spelling when the exercise consists of 20 words.....	5
2. For each error in capitalization.....	1
3. For each failure to use the hyphen when required in a compound word.....	2
4. For each wrong use of the hyphen.....	2
5. For dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word.....	2

Rules for rating writing from plain copy.

1. For each error in orthography.....	5
2. For each word or figure omitted, repeated, or improperly inserted: <i>Provided</i> , That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, but not to exceed one and one half printed lines; that a deduction of 20 shall be made for two printed lines or more than one and one half lines; and that a proportionate deduction shall be made for a greater number of printed lines: <i>Provided further</i> , That if the copying exercise shall consist of less than 5 printed lines the charge for the omission of one or more printed lines shall be double....	5

	From 100 Deduct.
3. For each word inserted or added.....	5
4. For each word or figure substituted.....	5
5. For each transposition.....	5
6. For each abbreviation not in the copy.....	5
7. For each failure to capitalize according to copy.....	5
8. For each failure to punctuate according to copy.....	5
9. For each failure to paragraph according to copy.....	5
10. For irregularity in left-hand margin.....	5
11. For misdivision of a word at the end of a line.....	1
12. For each omission or improper use of the hyphen in divid- ing a word at the end of a line.....	1
13. For failure to indent as in copy (only one charge to be made in the exercise).....	5
14. For each variation from the printed copy in the use of paren- theses, brackets, or the hyphen.....	5
15. For each word altered; interlined, or canceled, for each blot, and for each minor erasure, if not neat : <i>Provided</i> , That not more than 5 shall be charged for one interlineation or cancellation or for blots.....	1
16. For failure to indicate, or for improperly indicating, italics, small caps, etc.....	5
17. For using stenographic period (thus, X), only one charge to be made in the exercise.....	5
18. For signing name.....	5
19. For misplacement, want of neatness, etc.....	3 to 5

Rules for rating copying from rough draft.

1. For each error in orthography, <i>Provided</i> , That no charge shall be made for the repeated misspelling of the same word or stem in the same manner.....	3
2. For each error in syntax, <i>Provided</i> , That no additional charge shall be made for changes necessarily resulting from a given method of correction or attempted correction.....	3
3. For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning..	1
4. For each word omitted, inserted, or substituted involving a test or essential change of meaning (not more than 10 to be charged for the first ten words of each omission, and one for each word thereafter, and not more than 10 for the omission of each indicated insertion).....	3
5. For each word omitted, inserted, or substituted involving no test or essential change of meaning, and for each word repeated	1
6. For each error in capitalization, punctuation, indentation, paragraphing, or in the division of words.....	1
7. For each error in transposition of inclosures.....	5
8. For each error in transposition of words or groups of words, <i>Provided</i> , That for a transposition of two words which im- proves the sentence and involves no test no charge shall be made	3
9. For each abbreviation.....	1 to 2

10. For each failure to use hyphen when required, or for each wrong use of the hyphen.....	1
11. For irregularity in left-hand margin.....	1 to 3
12. For each word interlined or canceled (charge not to exceed 5 for any one interlineation or cancellation), for each blot, and each alteration if not neat.....	5
13. For stenographic periods (as X), only one charge to be made	1
14. For signing name.....	5

Rules for rating penmanship.

Rate penmanship according to its value on a scale of 100.

In determining the rating for penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme : Perfect, 100 ; very excellent, 95 to 90 ; excellent, 90 to 85 ; very good, 85 to 80 ; good, 80 to 75 ; ordinary, 75 to 70 ; poor, 70 to 65 ; very poor, 65 to 50. Below the grade of "very poor," 50 to 10.

Rules for rating letter writing.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners rated on a scale of 100.

In determining the rating for letter writing it shall be proper for the examiners to be guided in a general way by the following scheme : Excellent, 100 to 90 ; good, 90 to 80 ; fair, 80 to 70 ; ordinary, 70 to 60 ; poor, 60 to 50 ; very poor, 50 to 25 ; practically worthless, 25 to 0.

Rules for rating arithmetic.

1. For wrong process, producing incorrect result in problems involving but one step or operation.....	100
2. For the first wrong process in problems involving more than one step or operation, from 100 deduct 25 to 75, according to gravity of error ; for each subsequent wrong process, according to gravity of error.....	10 to 75
3. For error of one or more places in pointing off decimals.....	25
4. For each evasion of a decimal or common fraction test in copying from printed question or from work.....	25
5. For each error in computation : <i>Provided</i> , That in solutions where the possible maximum number of chargeable errors in computation is less than 10 a proportionate charge shall be made for each error.....	10
6. For error in copying figures from printed question or from work, wrong result being obtained.....	10
7. For error in copying figures from printed question or from work, right result being obtained.....	5
8. For indicating wrong process, but performing correct process	5
9. For incorrect or inconsistent punctuation.....	5 to 10

10. For each improper use of the symbol or designation % or c/ in connection with a decimal expression.....	5 to 10
11. For each improper or incorrect designation of a partial or final result	5
12. For failure to indicate the answer in problems by the letters "Ans.," or otherwise, when the answer is obscured by improper arrangement.....	5
13. For each failure to use the sign \$ or £, or any other monetary or commercial sign or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of the problem.....	5
14. For errors in denominate numbers in quantity of one denomination contained in a unit of a higher denomination, or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error.....	10 to 25
15. For fractions in answer not reduced to lowest terms.....	5 to 10
16. For an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign.....	5 to 10
17. If, when work or operation in full is required, the correct answer is given, but no work is shown, according to quantity of work required in solution.....	25 to 75
18. If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to gravity of error.	5 to 35
19. For use of superfluous ciphers.....	5
20. For superfluous or irrelevant work not canceled.....	10
21. For giving proof instead of solution, according to gravity of error.....	10 to 75
22. For complex statement, process, or method, right result being produced.....	10

Rules for rating geography.

In rating this subject each answer shall be rated in the judgment of the examiners, according to its value on a scale of 100.

When the question requires in the answer a specified number of States, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of States, countries, etc., required shall be the credit to be given for each State, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of States, countries, etc., shall be added to the number required by the question and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each State, country, etc., correctly named.

Rules for rating stenography examination.

The practical part of this examination consists of two exercises in dictation to be written by the competitor in stenographic characters, which he must then transcribe. One of the exercises is a selection from a speech and the other is a letter, each containing 260 words. The transcript will be compared with the printed text from which the dictation was given, and charges will be made for errors under the following rules :

	From 100 Deduct.
1. For each word omitted, added, or substituted.....	3
2. For each word misspelled.....	3
3. For the use of the plural instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected, 1 to 2; when the grammatical correctness is affected.....	3
4. For each gross error in capitalization or punctuation.....	1
5. For each transposition.....	2
6. For each error in division of words.....	1
7. For each word repeated.....	1
8. For each failure to use hyphen when required.....	1
9. For each abbreviation.....	1
10. For failure to transcribe a line or a portion of a line of the stenographic notes, according to the number of words... 6 to 40	
11. For interlineations, erasures and lack of neatness..... 1 to 5	

Charges for errors in numerals will be determined by the number of words required to write the numerals.

When the rating for accuracy is only 10, no credit will be given for speed.

An important element in this examination is speed in writing the stenographic notes, which will be rated upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 or more words per minute. (See Sec. 28.)

Rules for rating technical subjects of typewriting examination.

Speed and accuracy will be considered in rating all the technical subjects of this examination, each being rated on a scale of 100. In determining the average on each subject, speed will be given a weight of two and accuracy a weight of three.

When the accuracy rating in an exercise is less than ten per cent., no credit will be given for speed.

I. TABULATING EXERCISE.

The tabulating exercise will be rated under the following rules:	From 100 Deduct.
1. For omitting the general heading.....	10
2. For improper general heading.....	5 to 10
3. For each column heading omitted (total charges not to exceed 10).....	5
4. For each inaccuracy in column headings (total charges not to exceed 10).....	1 to 3
5. For irregular margin to columns.....	3 to 10
6. For each column omitted or substituted.....	25
7. For each additional column inserted.....	10
8. For each abbreviation contrary to instructions (total charges not to exceed 35).....	5
9. For each unnecessary run over to following line.....	5
10. For each word or item omitted, added, or changed (for the omission of a whole line, 10), and for each transposition of items.....	5
11. For each error in the name of an individual, State, or place, and for each error in other entries (only one charge to be	

	made for the full name of an individual or for a single column entry or for the repeated misspelling of the same word).....	5
12.	For each error in spelling in headings, and for other minor errors not specified.....	2 to 5
13.	For want of neatness by reason of blots, erasures, etc.....	5 to 15
14.	For each comma used in place of a decimal point, or vice versa (total charge not to exceed 10).....	2
15.	For each error in punctuation (total charges not to exceed 5).....	1
16.	For omission of punctuation, thus evading test in spacing..	5 to 20
17.	For omission of \$ or other signs required by copy.....	10
18.	For improper repetition of \$ or other signs required by copy.	5
19.	For each error not specified above.....	5 to 10
20.	For drawing lines, with hyphen, period, or other character, between lines in table.....	10
21.	For preliminary test on machine.....	5 to 15

Time consumed will be rated according to the following scale: If the competitor consumes only twenty minutes in tabulating, he will be credited with 100. When the time consumed is more than twenty minutes and not more than thirty minutes, one half of 1 will be deducted from 100 for every minute consumed more than twenty minutes. When the time consumed is more than thirty minutes, 1 will be deducted from 95 for every minute consumed more than thirty minutes.

2. TRANSCRIBING ROUGH DRAFT.

For rules for rating accuracy, see general rules for rating rough draft.

Time consumed will be rated according to the following scale: If the competitor consumes only ten minutes in transcribing the rough draft he will be credited with 100. When the time consumed is more than ten minutes and not more than twenty-five minutes, 2 will be deducted from 100 for every minute consumed more than ten minutes. When the time consumed is more than twenty-five minutes, 3 will be deducted from 70 for every minute consumed more than twenty-five minutes.

3. COPYING AND SPACING.

In the copying and spacing exercise particular consideration will be given to the POSITION OF THE LINES AND THE SPACING BETWEEN LINES, the competitor being required to make as nearly as possible a *facsimile* of the copy.

The copying and spacing exercise will be rated under the following rules:

1.	For each original error in spacing, according to gravity....	5 to 15
2.	For each minor error in spacing between words and in commencing lines.....	2 to 3
3.	For lack of neatness.....	5 to 10
4.	For each line omitted.....	10
5.	For each error in orthography.....	5
6.	For each word or figure omitted, inserted, added, or substituted.....	5
7.	For each transposition.....	5

	From 100 Deduct.
8. For each failure to punctuate according to copy.....	5
9. For each failure to paragraph according to copy.....	5
10. For omission of hyphen in dividing a word at the end of a line.....	3
11. For each variation from the printed copy not covered by the above rules.....	3 to 5
12. For preliminary tests on machine.....	5 to 15

Time consumed will be rated under the rule for rating the tabulating exercise.

4. DICTATION EXERCISE.

The dictation exercise will be rated under the following rules:	From 100 Deduct.
1. For each error in orthography.....	3
2. For each word omitted, added, or substituted.....	3
3. For the plural number instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected.....	1 to 2
4. For each gross error in punctuation.....	1
5. For each transposition	2
6. For each abbreviation	2
7. For each error in capitalization.....	2
8. For each failure to use the hyphen when required.....	1
9. For each wrong use of the hyphen.....	1
10. For each error in division of words.....	1
11. For each irregularity in left-hand margin.....	3 to 5
12. For want of neatness.....	5 to 20
13. For each correction in letters, words, figures, or punctua- tion, with pen and ink, or pencil.....	1 to 2
14. For each error in paragraphing.....	3
15. For each failure to space between words.....	2
16. For striking one letter over another.....	1
17. For each word repeated.....	2
18. For each error in spacing between lines (total charges not to exceed 10)	3

Time consumed will be rated according to the following scale : For a speed of 65 words per minute a credit of 100 will be given, and for every word in speed less than 65 per minute 1 will be deducted from 100 down to and including 45 words per minute. For a speed of 45 words per minute a credit of 80 will be given, and for every word in speed less than 45, down to and including 35, a deduction of $1\frac{1}{2}$ from 80 will be made. For a speed of 35 words per minute a credit of 65 will be given, and for every word in speed less than 35 a deduction of 2 from 65 will be made.

Rules for rating translator examination papers.

	From 100 Deduct.
1. For each word necessary to complete the meaning which has been ignored or omitted.....	1 to 3
2. For each word substituted or inserted unnecessarily.....	1 to 3
3. For each word inexactly translated	1 to 2
4. For each word incorrectly translated	2 to 3
5. For each grammatical error	2 to 5

- | | |
|---|---------|
| 6. For each error in orthography, omission or incorrect use of accents | I |
| 7. For each free translation of a phrase, clause, or sentence which may be correctly rendered by literal translation, provided the exact meaning is conveyed by the translation given (see note 2). | I to 3 |
| 8. For each phrase, clause, or short sentence, not exceeding ten words, omitted or incorrectly translated (see note 1). | 3 to 10 |

Notes on rules for rating translator examination papers.

1. When a phrase, clause, or sentence consisting of more than 10 words has been omitted or incorrectly translated, a charge, proportional to the length of the exercise and the character of the phrase, clause, or sentence in question, shall be made. (Rule 8.)

2. Closeness of translation is required and preferred provided that it does no violence to correct idiom. Deviations from literal translation which the idiom of a language necessitates must be given full credit. (Rule 7.)

3. Clear, correct, and at the same time idiomatic, translations are preferred, and the examiner may, after he has marked an exercise under rules Nos. 1 to 8, charge or credit the exercise with a mark not to exceed 10.

4. To facilitate the rating of "low-grade" papers, the examiner may divide each exercise into sections, weigh each section on the basis of 100 for the whole exercise, rate, according to his judgment, each section with an aggregate deduction rate, and the sum of these ratings deducted from 100 shall determine the value of the exercise.

5. In applying Rules Nos. 1 to 8, the kind of examination, length of exercise, and importance attached to linguistic knowledge should determine the magnitude of the charges to be made.

Rules for rating interpreter examination papers.

When tests in translating are included in this examination they will be rated under the rules for rating the translator papers. The oral tests in interpreting will be rated according to the correctness of the interpretations.

Post office clerk examination.

RULES FOR RATING THE READING OF ADDRESSES.

Two ratings are given for this subject, one for accuracy, the other for speed. The sum of the rating for accuracy and speed, divided by 2, gives the average for the subject.

A charge of 2 will be made for each error, not exceeding two errors for each card, on the cards which are read within the five minutes allowed for this exercise, and a charge of 4 will be made for each address not read within the five minutes (if there be any such). Subtract the sum of these errors thus found from 100 and the result will be the rating for accuracy.

To ascertain the rating on speed the following table should be used. The first column indicates the number of minutes and seconds consumed in reading the addresses and the second column the rating for speed.

TIME CONSUMED.		SPEED RATE.	TIME CONSUMED.		SPEED RATE.	TIME CONSUMED.		SPEED RATE.	TIME CONSUMED.		SPEED RATE.
MINS.	SEC.	PER CT.	MINS.	SEC.	PER CT.	MINS.	SEC.	PER CT.	MINS.	SEC.	PER CT.
1	30	100	2	35	89	3	30	78	4	25	67
1	40	99	2	40	88	3	35	77	4	30	66
1	50	98	2	45	87	3	40	76	4	35	65
1	55	97	2	50	86	3	45	75	4	40	64
2	0	96	2	55	85	3	50	74	4	45	63
2	5	95	3	0	84	3	55	73	4	50	62
2	10	94	3	5	83	4	0	72	4	55	61
2	15	93	3	10	82	4	5	71	5	0	60
2	20	92	3	15	81	4	10	70			
2	25	91	3	20	80	4	15	69			
2	30	90	3	25	79	4	20	68			

The above table shows the rating for minutes and fractions of minutes when the competitor reads all the addresses in five minutes or less. If all the addresses are not read within five minutes, the ratings will be as follows for the number of cards read :

CARDS READ.	SPEED RATE.	CARDS READ.	SPEED RATE.	CARDS READ.	SPEED RATE.	CARDS READ.	SPEED RATE.
	PER CT.		PER CT.		PER CT.		PER CT.
24.....	58	18.....	43	12.....	29	6.....	14
23.....	55	17.....	41	11.....	26	5.....	12
22.....	53	16.....	38	10.....	24	4.....	10
21.....	50	15.....	36	9.....	22	3.....	7
20.....	48	14.....	34	8.....	19	2.....	5
19.....	46	13.....	31	7.....	17	1.....	2

If a competitor is allowed to consume more than five minutes in the reading of the cards, the number of cards considered as read within the prescribed limit will be such proportion of the cards actually read as five minutes are to the total number of minutes consumed, and the cards in excess of such number will be treated as if not read.

Rules for rating special examinations.

When rules for rating special or technical parts of any examination have not been prescribed the examiners will exercise their own judgment in determining the value of the answers ; but, as far as practicable, the papers of special or technical examinations must be rated under such of the foregoing rules as are applicable.

Descriptions of examinations.

Sec. 21. Note.—A competitor in any examination in which tests in translating are not included may also, at his option, be examined in translating from English into Spanish and from Spanish into English. The tests in translation will be similar to those in the translator or the junior-translator examination, as the competitor may elect. In such case, where the tests in translation are also taken by the competitor, the subjects of his regular examination will be given a weight of 70% and the tests in translating a weight of 30% in determining his average percentage. The names of those competitors who take, in addition to their regular examinations, the tests in translating will, if they make an average percentage of 70% or more in the combined examinations, be placed upon separate registers of eligibles of clerks, bookkeepers, stenographers and type-

writers, etc., as the case may be, with translator or junior-translator qualifications. From these registers certifications will be made whenever requisitions for eligibles with such qualifications are made upon the Board by the heads of departments or offices. Failure to pass with an average per cent of 70 or more in translating tests will not affect the standing of a competitor in his regular examination.

The Board from time to time will hold examinations to fill vacancies in various positions in the service. For positions of a professional, technical, or scientific character, which are limited in number, and in which vacancies will probably occur infrequently, examinations will be held only when the needs of the service require. But for the great majority of the positions in the service in which vacancies will occur more frequently, examinations will be held at regular intervals by the Board and permanent registers of eligibles will be maintained. The positions in this class include those of clerks, interpreters, translators, stenographers, typewriters, bookkeepers, custom inspectors, messengers, janitors, watchmen, etc. From the registers established for these positions vacancies will be filled as they occur in the different departments, offices, and branches of the service.

Below will be found a description of each of the examinations which will be held regularly by the Board. As an aid to applicants in arriving at a proper understanding of the scope of the different examinations, specimen questions and exercises are given in the following pages. These particular questions and exercises will of course not be used in the examination of applicants, but are intended simply to show the degree of difficulty of the subjects in the different examinations. Each examination comprises tests on several subjects, which are given relative weights according to their importance. The weight of a subject therefore represents its value in the whole examination. The method of obtaining the average percentage of a competitor in an examination, is as follows : Multiply the percentage obtained in the subject (on the basis of 100 per cent.) by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average percentage in the examination. A different method, however, is followed in connection with the Department Assistant Examination, which is explained below.

Clerical examinations.

Sec. 22. There are three grades of examinations for clerical positions : (1) the clerk examination ; (2), the junior-clerk examination ; and (3), the under-clerk examination. The clerk examination is the most difficult and the under-clerk examination the least difficult of these three examinations.

Clerk examination.

Sec. 23. The time allowed for this examination is six hours. The entrance salary cannot be stated, pending a readjustment of salaries in the service. Appointments will probably not be made at more than \$900 per annum. This examination will comprise the following subjects and weights :

SUBJECTS.	WEIGHTS.
1. Spelling (20 words in common use slightly above average difficulty).....	10
2. Arithmetic (fundamental rules, fractions, percentage, interest, discount, and analysis).....	25
3. Letter writing (test in the use of language for business correspondence)	20
4. Penmanship (rated on legibility, neatness, and general appearance)	15
5. Copying from plain copy (making an exact written copy of a few printed lines).....	10
6. Copying from rough draft (making a smooth draft of rough manuscript with interlineations, erasures, misspelled words, errors in syntax, etc.).....	10
7. Geography and general information.....	10
Total.....	100

The following are specimen questions and tests in the examination for clerk :

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Asylum : A charitable institution ; as, for the deaf, dumb, etc.
2. Philippines : The name of a group of islands.
3. Qualify : To make fit ; as, to qualify for office.
4. Competition : The act of competing ; as, competition in an examination.
5. Changing : Undergoing a change ; as, changing a schedule.
6. Physical : Relating to physics or nature ; as, physical geography.
7. Concede : To give up or surrender ; as, to concede a point.
8. Collectible : That which may be collected ; as, a collectible bill.
9. Minimum : The least quantity.
10. Reference : The act of referring ; as, in reference to your letter.
11. Comparative : Estimated by comparison ; as, a comparative statement.
12. Aggregate : The sum total ; as, the aggregate amount.
13. Forfeit : To surrender ; to give up.
14. Circumference : The line that bounds a circle.
15. Judgment : Act or power of judging ; as, their judgment was correct.
16. Tonnage : The weight of goods in a vessel.
17. Defendant : A defender ; as, the defendant in an action.
18. Citation : Act of citing or quoting.
19. Principle : An element ; constituent part ; fundamental truth.
20. Civilization : Act of civilizing ; state of being civilized.

Arithmetic.—1. (This test is one in adding numbers crosswise and lengthwise.)

2. Divide 478.72 by $25\frac{3}{4}$, multiply the quotient by $1.416\frac{3}{4}$, and from the product subtract 1,789.305.

CLERK EXAMINATION.

Sixth Subject.--Copying from rough draft.

N. B.--Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in rating this subject.

Directions to the competitor.--Write on the accompanying blank sheet a smooth copy of the manuscript on this sheet. Make such changes only as are necessary to correct errors in syntax, orthography, punctuation, and capitalization, and to write in full abbreviated words. Paraphrasing and the insertion or omission of words which does not improve the text are not permitted.

as well as of promoting mutual understanding (and good feelings among Americans and Philippians)

The Commission holds it essential, with a view to facilitating the discharge of these official duties, that the American members of the regular Phillimore Civil Service should be required to learn the language of the people among whom they live and that ^{Philippine} ~~such~~ ^{in the way of} ~~such~~ ^{be} ~~subsequent~~ ^{be} ~~be a condition of all positions. This~~ ^{be intended} ~~based upon their knowledge~~ ^{should apply} ~~requirement~~ ^{to the town and country commissioners.} ~~be intended~~ ^{The} ~~should apply~~ ^{greater} ~~to the town and country commissioners.~~ ^{the need of learning their language the more any} ~~greater the need of learning their language the more any~~ ^{American has to do with natives. By no ^{other} means can the} ~~American has to do with natives. By no means can the~~ ^{two peoples be brought so speedily together.} ~~two peoples be brought so speedily together.~~ ^{If course} ~~If course~~ ^{this recommendation is not inconsistent with any} ~~this recommendation is not inconsistent with any~~ ^{ther of the Commission that English be taught in} ~~ther of the Commission that English be taught in~~ ^{the schools of the islands to the utmost ^{intensity} feasible} ~~the schools of the islands to the utmost~~ ^{extent} ~~extent~~

if they are not as a close brought under the provisions of the civil service regulations



3. A merchant in Manila imported from Hong Kong 4,470 pounds of spices at a cost of \$961.05 and sold them at an advance of 20%. For how much per pound were the spices sold?

4. Find the simple interest on \$16,278.50 for two years, eight months, and twelve days at 7% per annum.

5. The total value of the hemp and sugar exported from the Philippine Islands in 1893 was \$18,074,523.39. The sugar exported amounted to 576,557,075 pounds at 1.8 cents per pound and the hemp amounted to 92,262 tons. What was the export price per ton of the hemp?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select either of the two subjects upon which to write a letter of not less than 150 words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

In a cosmopolitan city like Manila and its surroundings, where so many of the races of humanity are assembled, it is interesting to observe the varied costumes and modes of attire to be seen on the streets. The Americans and British generally dress in white drill, with the coat buttoned up to the neck, and finished off with a narrow collar of the same material. The majority of the Spaniards wear the European costume. The Chinese preserve their own peculiar national dress, with the pig tail coiled into a chignon. The pure natives and many mestizos wear the shirt outside the trousers, which is usually white, with a long stiff front, and cut European fashion, while it is frequently made of an extremely fine yellow-tinted expensive material, called piña, a texture manufactured from pine-leaf fibre. Many of the natives in Manila, however, don the European dress.

Copying from rough draft.—For explanation and specimen of this exercise, see opposite page. The copy of the rough draft is greatly reduced in size, and is, therefore, not so legible as the exercise furnished in the examination.

Geography and general information.—1. Name two states of the United States bordering on the Pacific ocean and three on the Atlantic ocean. Give the largest city of each state named.

2. On what body of water is each of the following cities located: St. Louis, Seattle, New Orleans, Louisville and St. Paul?

3. Where is Hongkong, Nagasaki, Cape Town, Melbourne, and Honolulu?

4. (a) Name the three branches of the Federal Government of the United States.

(b) Into what two bodies is one of the branches divided, and what is the title of the presiding officer of each?

5. Name, (a) the largest southern island of the Philippine group, (b) the island on which Iloilo is located, (c) a large lake in the island of Luzon, (d) two of the principal rivers in the Philippine Islands, (e) four of the principal products (cultivated) of the Philippine Islands.

Junior clerk examination.

Sec. 24. The time allowed for this examination is four hours. The entrance salary cannot be stated at this time, pending a readjustment of salaries in the service. This examination will comprise the following subjects and weights:

SUBJECTS.	WEIGHTS.
1. Spelling (20 words of average difficulty in ordinary use)....	20
2. Arithmetic (including addition, subtraction, multiplication, and division of whole numbers, and common and decimal fractions).....	20
3. Letter writing (a short test of the competitor's ability to express his thoughts in writing).....	20
4. Penmanship (rated on legibility, neatness and general appearance).....	20
5. Copying from plain copy (making an exact copy of a few printed lines).....	20
Total.....	100

The following are specimen questions and tests in this examination:

1. **Spelling.** The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

- Question: The act of questioning; as, to question a witness.
- Column: A perpendicular section of a page; as, a newspaper column.
- Regular: A soldier belonging to a permanent army.
- Possible: Practicable; not contrary to the nature of things.
- Precious: Of much value; as, a precious stone.
- Guardian: One who has the care of an orphan.
- Entrance: A place for entering; as, an entrance to the city.
- Separate: Divided from the rest; as, a separate parcel.
- Official: One invested with an office.
- Eager: Keenly desirous; as, eager to learn.
- Patience: The quality of being patient.
- Position: State of being placed; as, in a bad position.
- Exceed: To go too far; as, to exceed one's authority.
- Language: Human speech; as, the English language.
- Explain: To make plain or clear; as, to explain a problem.

16. Business: Employment; something to be transacted.
17. Receive: To take or accept.
18. Copyist: One who copies.
19. Certify: To give certain information or assurance.
20. Specimen: A pattern or sample.

Arithmetic—1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004, and from the sum of these numbers subtract 8,641,762.

2. Multiply $714\frac{3}{4}$ by $28\frac{3}{4}$, and from the product subtract $3,296\frac{1}{2}$.

3. Divide 86,977.254 by 1,325.1 and then add 12.0567.

4. If laborers are each paid two pesetas a day, and 640 laborers are required for 150 days work in improving streets, how many pesos must be paid to all the men for their work? (Five pesetas equal one peso.)

5. The cost of manufacturing a certain brand of cigars is $\frac{1}{2}$ cent each. They were sold for two cents each and the whole quantity sold netted a profit of \$123. How many boxes of 25 each were sold?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select either of the subjects upon which to write his letter of not less than 125 words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this exercise.

Make an exact copy of the following:

The hemp tree in the Philippines reaches an average height of ten feet. It is a native plant, the stem of which is enclosed in layers of half round petioles. The hemp fibre is extracted from these petioles which, when cut down, are separated into strips, five to six inches wide, and drawn under a knife attached at one end by a hinge to a block of wood, whilst the other end is suspended to the extremity of a flexible stick. The bow tends to raise the knife and a cord, attached to the same end of the knife, and a treadle is so arranged, that by a movement of the foot, the operator can bring the knife to work on the hemp petiole with the pressure he chooses.

Under clerk examination.

Sec. 25. The time allowed for this examination is three hours. The entrance salary cannot be stated at this time, pending a readjustment of salaries in the service. This examination will comprise the following subjects and weights:

SUBJECTS.	WEIGHTS.
1. Spelling (20 simple words in ordinary use).....	20
2. Arithmetic (tests in simple addition, subtraction, multiplication, and division of whole numbers).....	20
3. Letter writing (a short test in expressing the competitor's thoughts in writing).....	20
4. Penmanship (rated on legibility, neatness and general appearance).....	20
5. Copying from plain copy (making an exact copy of a few printed lines).....	20
Total.....	100

The following are specimen questions and tests in the under-clerk examination:

1. **Spelling.** The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

- Horse: A well known domestic animal.
- Equal: One of the same rank.
- People: A nation; those who compose a community.
- Pledge: Something given as security.
- Divide: To part; to separate; as, to divide into two parts.
- Useful: In a useful manner.
- Salary: A payment for services.
- Foot: A measure of twelve inches.
- Every: Each one; as, in every case.
- Papers: Written or printed documents.
- Read: The act of reading; as, to read a book.
- Notify: To make known; as, to notify a friend.
- Commence: The act of commencing; as, to commence work.
- Touch: To come in contact with; as, to touch the book.
- Sign: To mark with characters or one's name; as, to sign a letter.
- Special: Particular; peculiar; as, in a special manner.
- Advance: To go forward.
- Found: Something discovered; as, he found the book.
- Year: A period of time.
- Failure: The act of failing; as, it was a complete failure.

Arithmetic.—1. Add the following numbers and find the sum:
426,985, 718,643, 5,926,718, 2,046, 359,175, 861,722, 103,141.

2. Multiply 86,432 by 165, and from the product subtract 121,879.

3. Divide 388,025 by 187.

4. In 1900 a Manila merchant imported from Australia 84,343 pounds of butter at 52 cents a pound, which he sold for 95 cents a pound. How much did he gain by the sale of all the butter?

5. In 1893 the exports from the Philippine Islands amounted to \$21,116,974 and the imports to the Islands amounted to \$13,419,559. By how many dollars did the exports exceed the imports?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written. The competitor may select either of the two subjects upon which to write a letter of not less than one hundred words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The natives everywhere continue to employ the primitive method of treating rice paddy for domestic and local use. The grain is generally husked by them in a large mortar hewn from a block of molave, or other hard wood, in which it is beaten by a pestle. Sometimes two or three men or women with wooden pestles work at the same mortar. This mortar is termed, in Tagalog dialect, Luzon, the name given to the largest island in the group.

Department assistant examination.

Sec. 26. The time allowed for this examination is two days of seven hours each. The first three subjects will be given on the first day, and the remaining subjects on the second day. The entrance salary will not be less than \$1,200 per annum. The examination will comprise the following subjects and weights.

No.	SUBJECTS.	Weights.	Maximum Ratings.
1	Thesis (500 words to be written on one of two topics given)....	3	300
2	Correction of rough draft manuscript (250 words)	3	300
3	Mathematics (arithmetic, algebra — including quadratics, — and plane geometry).....	3	300
4	History, constitution, government, and geography of the United States	3	300
5	Commerce and industrial resources of the United States.	1	100
6	General history and geography....	2	200
7	Territorial government and administration.....	3	300
8	Political economy	1	100
9	Education and experience.....	1	100
Total ratings.....		2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that will be given as a maximum rating on the subject in the examination. Each competitor in the Department Assistant Examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit that will be given for a maximum rating on the subject. Three hours will be allowed in the examination on each subject.

Optional examinations.

No.	SUBJECTS.	Weights.	Maximum Ratings.
1	Agriculture	1	100
2	Bookkeeping.....	1	100
3	Chemistry.....	1	100
4	Botany.....	1	100
5	Civil Engineering.....	1	100
6	Educational Methods.....	1	100
7	Finance	1	100
8	Forestry.....	1	100
9	Geology.....	1	100
10	Law (general).....	1	100
11	Law (international).....	1	100
12	Law (Spanish).....	1	100
13	Laws (mining) of the United States	1	100
14	Laws (land) of the United States	1	100
15	Language (Spanish).....	1	100
16	Minerology.....	1	100
17	Municipal Administration.....	1	100
18	Sanitary Science.....	1	100
19	Taxation	1	100
20	Theory and Practice of Statistics	1	100
Total ratings..			2,000

The rating of a competitor on each regular or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating indicated opposite the subject for perfect work. It will be observed that the total ratings that may be obtained in the regular examination are 2,000. A competitor will not receive any credit for work done on any of the optional subjects unless his total ratings in the regular examination are 1,400 or more. A competitor who receives these ratings will be eligible to appointment. The credits received by him in the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects, in addition to those required to be taken as obligatory, being to enable the Board to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles the practice will be to call for the highest three names as a result of examination in the regular and optional subjects combined, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the regular examination. For instance, if a vacancy should occur in the municipal government of Manila, requiring a knowledge of municipal administration, or in the Forestry Bureau, requiring a knowledge of forestry, or in the Bureau of Statistics, requiring a knowledge of statistics, a requisition would probably be made for eligibles who have shown the most proficiency in these subjects, and who have also passed the regular examination.

The object of the Department Assistant Examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well educated persons who are entitled to be examined under the law. Eligibles thus secured will be appointed as the needs of the service require. After appointment they will be attached to one of the departments or offices and will be assigned to such duty, clerical and otherwise, as may be deemed advisable. Section 20 of the Civil Service Act provides that

after 18 months from the date when the Board shall certify that it has a sufficient list of eligibles to fill vacancies in the higher offices, vacancies occurring in those offices shall be filled without examination from a class to be composed of the first, second, and third assistants in such offices, without regard to the office in which the assistants may be employed, the intention of the law being that the appointing power may transfer from one office to another the assistants deemed most competent to fill vacancies.

Those appointed from the Department Assistant Examination will be preferred in promotions to the higher administrative offices unless it should appear that employees who have not passed this examination possess exceptional or technical qualifications, required in the positions to be filled by promotion, which are not possessed by any of those who have entered the service through the examination mentioned. It will thus be seen that through faithfulness, efficiency, and an honest discharge of duties, department assistants have a fair opportunity, as the conditions of the service permit, to be advanced to the highest administrative positions since vacancies in those positions must under the law be filled by promotion after the lapse of 18 months from the time when the Board reports that it is prepared to fill vacancies in this manner.

Attention is called to the fact that within a few months it is believed that a number of financial agents will be needed for the service. These agents will be selected from the Department Assistant Examination and the selections will be confined as far as practicable to those who have shown proficiency in the optional subjects of bookkeeping and finance and who have passed the regular examination. The salaries of these positions will be about \$2,000 per annum, and those who are appointed will be required to give suitable bond.

Bookkeeper examination.

Sec. 27. The time allowed for this examination is seven hours ; the entrance salary is from \$900 to \$1200 per annum, according to the vacancy to be filled. The following are the subjects and weights :

SUBJECTS.	WEIGHTS.
1. Spelling (clerk, see sec. 23).....	5
2. Theory of bookkeeping (questions relative to the principles of bookkeeping).....	10
3. Practice of bookkeeping.....	40
4. Commercial arithmetic (tests in percentage, interest, etc.)...	10
5. Letter writing (clerk, see sec. 23).....	10
6. Penmanship (rated on legibility, neatness, and general appearance of the letter).....	10
7. Experience and education (rated on information submitted by competitor)	15
Total.....	100

The following specimen questions and tests indicate the general character of the second, third and fourth subjects :

Theory of bookkeeping.—I. (a) Explain fully what is meant by negotiability and responsibility of an endorser.

(b) Write a check that is negotiable and a promissory note that is non-negotiable. (Use your examination number as a signature.)

2. (a) Of what does protest consist ?

(b) On what conditions should a note be protested ?

3. Give a rule for debiting and crediting interest, bills payable, persons, and commission.

4. (a) Into what two general classes are accounts in double entry bookkeeping divided ?

(b) Name three accounts of each class.

5. (a) Explain how a double entry ledger is made to exhibit the net gain.

(b) How is the net gain found in single entry bookkeeping ?

Practice of bookkeeping.—The first exercise is given a weight of 2 and the second a weight of 1.

FIRST EXERCISE.

Instructions—On the blanks furnished make the necessary journal entries for the transactions given in the memoranda below ; keep bank account separate from cash account ; make no daybook entries.

February 4, 1899. Marr and Company of Manila began business with the following resources : Store and lot on the Escolta, \$12,500 ; cash in Manila Bank, \$4,325, in safe, \$940.85 ; Carter Bros'. note for \$940, dated September 15, 1898, due five months after date. Liabilities were as follows : Account in favor of Philippine Commercial Company, \$865.30 ; note in favor of Solana Bros. for \$2,320, dated November 20, 1898, due 90 days after date, with interest at 6%, accrued interest, (\$28.98).

February 6. Bought of J. C. Neville merchandise worth \$4,275. Gave in payment check for \$2,700, balance on account.

February 7. Bought with check 25 shares of stock of Philippine Commercial Company at 45 (par value, \$100).

February 10. Sold R. C. Adams merchandise valued at \$3,115.38. Received in payment at its present worth our note for \$2,320 in favor of Solana Bros. (mentioned in liabilities), present worth \$2,351.27, balance on account.

February 11. Drew a sight draft on R. C. Adams for \$615 and remitted it to Philippine Commercial Company on account.

February 15. Sold to L. C. Miller 20 shares of Philippine Commercial Company stock at 49 and received his check on Manila Bank for the amount.

February 17. Received of Carter Bros. on account their draft at 30 days' sight on R. C. Adams for \$300. Presented the above draft for acceptance and Adams has accepted same, payable at Manila Bank.

February 19. Carter Bros'. note (mentioned in resources) has been protested for non-payment. Protest fee, \$2.35.

February 20. Due W. H. McLean \$60, for salary for 3 weeks. Paid him $\frac{2}{3}$ of the amount in cash.

February 23. Discounted at 7% our note for \$2,500, given at 90 days on Manila Bank, and received credit for the proceeds. Discount, \$43.15. (Allow no days of grace.)

SECOND EXERCISE.

From the data below make out a balance sheet.

On August 31, 1897, Juan Castueras and Placido Galve, under the firm name of Castueras and Galve, had on hand as per inventory the following: Merchandise, \$2,886; real estate, \$9,360; stationery, \$15. The footings of the accounts in their ledger were as follows:

Debit footings—Juan Castueras (member of firm), \$314.01; cash, \$3,450.30; Manila Bank, \$3,586.80; real estate, \$9,000; merchandise, \$7,981.07; bills receivable, \$3,226.80; bills payable, \$1,170.96; expense, \$201; interest and discount, \$48.93; Demetrio Gomez, \$1,080.

Credit footings—Juan Castueras (member of firm), \$7,882.93; Placido Galve (member of firm), \$9,477; cash, \$1,556.74; Manila Bank, \$1,077.30; merchandise, \$6,587.76; bills receivable, \$1,920; bills payable, \$1,530.96; interest and discount, \$27.18.

Commercial arithmetic.—The questions under this head will involve tests in interest, commission, partnership, etc.

Experience and education.—The rating on this subject will be based on the information furnished by the competitor in answer to questions relating to his education and business experience which would tend to qualify him for the position of bookkeeper.

Stenography examination.

Sec. 28. The time allowed for this examination is five and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. The subjects and weights are as follows:

SUBJECTS.	WEIGHTS.
1. Arithmetic (clerk, see sec. 23).....	5
2. Penmanship.....	5
3. Letter writing (clerk, see sec. 23).....	5
4. Copying from rough draft (clerk, see sec. 23).....	10
5. Stenography.....	75
Total.....	100

The practical test in stenography will consist of two exercises, a letter and a speech, each containing 260 words. The dictations are given to all the competitors together. A preliminary test is given at the rate of 80 words per minute, in order to familiarize the competitors with the examiner's manner of dictation. This preliminary test will not be considered a part of the examination, and should not be transcribed. The regular exercises (a letter and a speech are considered as one exercise) will then be dictated at different rates of speed as follows: 80 words, 100 words, 120 words, and 140 words per minute. A rating of 70% in speed will be given when the dictation is at the rate of 80 words per minute, 80% for 100 words, 90% for 120 words, and 100% for 140 words per minute. The competitors will be permitted to enter the regular tests at as many different rates of speed as they may desire, but they will be required at the conclusion of the tests to select the one which they wish to transcribe and be considered in

the rating. Examiners will give competitors sufficient time to make the selections. The test which they select will be the only one which they will be permitted to transcribe, and the notes of all other tests will be taken up by the examiner. These notes will be forwarded to the Board, together with the other papers of the stenography examination, but will not be considered in the rating. The notes of the exercise transcribed should be attached to sheet 4 when the competitor surrenders that sheet. The notes may be transcribed either in longhand or with the typewriter.

The following dictation exercises indicate the general character of the exercises used in this examination:

Dictation Exercises.—(a) The most important of all histories to an American is that of his own country, because it appeals to his patriotism, and in it is found as nowhere else, the story of the progress of the people. During the last fifty years the United States has contributed more than any other nation to the sum of human welfare and advancement, and while it has made the greatest progress in times of peace, it has not hesitated to draw the sword in behalf of justice and right. It is natural for an American to sympathize with any people fighting against oppression. Sympathy for the Cubans was expressed in party platforms, at public meetings, in the press and pulpit, and on the floor of Congress. The American people did not wish to go to war, but they were determined that the horrors in Cuba should cease. The continent was not broad enough for the continuance of two so antagonistic systems face to face, and the whole country knows by heart the story of the war that followed. An attempt at this early date to sum up all the consequences would be presumption, but two at least are already sure. At home in the United States points of compass are blotted out. For Americans there is now neither north nor south nor east nor west. There is only one common country. Abroad the republic has made itself respected and recognized as it never was before. Its potent voice in behalf of humanity and freedom has been heard around the globe.

(b)

MANILA, December 30, 1900.

Honorable William Atkins,
Omaha, Nebraska.

SIR:

Replying to your letter of the 20th ultimo, I have the honor to state that hemp growing with ample capital is an industry which gives little trouble, and from which large profits are realized in the Philippine Islands. The plant requires at least three years to arrive at the cutting stage, or four years if raised from the seed. A great advantage to the colonist in beginning to grow hemp is the fact that only a partial clearance is required, while newly opened up land is preferable, as on it young plants will sometimes throw up as many as thirty suckers. The great drawback to the person with limited capital is the impossibility of getting any returns for his labor or making any profit on his outlay before three years at least. After that period the risk is small, drought being about the only thing to be feared. The largest trees are usually left to shade the plants and young shoots so that only light rooting is absolutely necessary. No plowing is required and there is no special cropping season, as there is in the case of sugar, which, if neglected, results in a total loss of crop. No costly machinery has to be bought and left to the mercy of inexperienced hands,

and no live stock need be maintained for field labor. For these reasons you will appreciate that the advantages of hemp cultivation compare favorably with those of any other agricultural pursuit in the islands.

Very respectfully,

Typewriting examination.

Sec. 29. The time allowed for this examination is six hours. The entrance salary ranges from \$900 to \$1,200. The following are the subjects and weights :

SUBJECTS.	WEIGHTS.
1. Arithmetic (clerk, see sec. 23).....	5
2. Penmanship.....	10
3. Letter writing (clerk, see sec. 23).....	10
4. Copying from rough draft (clerk, see sec. 23).....	15
5. Tabulating.....	10
6. Copying and spacing.....	20
7. Writing from dictation.....	30
Total.....	100

The technical subjects of the typewriting examination consist of tabulating, copying and spacing, and writing from dictation, on which accuracy and speed are considered in the ratings. The exercise in copying from rough draft of the clerk examination will be given in this examination and will also be rated on accuracy and speed, the competitor being required to make a smooth copy of the exercise on the typewriter. In these technical sheets accuracy is given a weight of 3 and speed a weight of 2. The names of eligibles who pass the typewriting examination will also be entered on the clerk register of eligibles with the average percentage attained by them in the typewriting examination.

The following specimens indicate the general character of the technical exercises, other than the rough draft exercise already referred to, in this examination :

Tabulating.—(Preliminary tests will not be permitted, but a rough draft of the table may be made with pencil or pen on scratch paper and copied with the typewriter on the accompanying blank sheet. The time consumed in making the rough draft will be included in the time allowed for the exercise.)

Write the following facts with the typewriter, in tabular form, in five columns, with proper headings (general heading and column headings), without abbreviations. (The figures given below are not considered as abbreviations.) The general heading should be brief and should indicate clearly the facts which are shown in the table, and each column heading should indicate the facts which are given in that column. The table should not exceed 66 spaces in width.

According to the statistics for 1882 of some of the British colonies, British India had an area of 868,314 square miles and a population of 198,790,853. The imports were valued at £68,156,654 and exports 89,098,427 pounds sterling. The imports and exports for the Straits Settlements were valued at 18,676,766 and 17,260,138 pounds sterling, respectively, while the population was but 423,384, and the area 1,472 square miles. Ceylon, with

a population of 2,763,984 and an area of 25,365 square miles, exported goods valued at £3,161,262, and received in imports 4,811,451 pounds. Australia covers 3,161,842 square miles, with exports and imports, respectively, 54,572,756 and 64,001,120 pounds, while her population was 2,742,550. The area of Figi was 7,740 square miles, the population 127,095, and the imports and exports, respectively, 434,522 and 345,344 pounds in value. The exports of the Falkland Isles amounted to 101,338 pounds, the population 1,553 in an area of 6,500 square miles, and the imports were 67,848 pounds. St. Helena had only a population of 5,059 people, but received in imports 63,786 pounds in value, and made exports to the amount of 23,406 pounds, with an area of but 47 square miles. The exports from the British colonies in North America amounted to 20,150,309 pounds, and the imports to the same were 25,599,657 pounds. The area of this district was 3,510,592 square miles, with a population of 3,832,632. The area of Cyprus was 3,595 square miles, the population 186,173, and the imports and exports amounted to 296,868 and 266,210 pounds, respectively, in value. (In this exercise pounds will be understood as pounds sterling.)

Copying and spacing.—The competitor is required to copy an exercise similar to the one shown in reduced size on the opposite sheet, reproducing it in every particular, including punctuation and other marks and preserving all spaces between lines and between words, figures and characters, and the relative positions of the lines on the sheet.

The copy furnished to the competitor is a photo-lithograph of a sheet which has been typewritten and so prepared that it may be reproduced on any style of typewriting machine.

Writing from dictation.—One of the examiners will dictate to each competitor separately, in groups of five or six words at a time, a passage of about 175 words, which the competitor will be required to write with the typewriter. As speed is an important element in this exercise, the examiner will read as rapidly as the competitor may desire and indicate. The examiner will give all the paragraphs and all the punctuations. The sheet will be surrendered immediately after the competitor has finished writing the exercise, no time being allowed for corrections. The following is a specimen exercise in dictation:

In view of the facts above set forth it must be admitted that the average native has never, as yet, had a fair opportunity to show what he can do. He is, at all events, keenly alive to the disadvantages under which he has thus far labored and is strongly desirous of securing better educational advantages. In the opinion of the Commission the present number of primary schools should be increased as rapidly as possible until they meet the needs of the population. The necessary equipment for carrying on primary school work in accordance with modern methods should also be provided. Additional provisions should be made for the proper training of teachers, and their salaries should be placed at such figures as to afford at least a respectable livelihood for those to whom is entrusted the all-important task of educating the youth of the Philippines.

PHILIPPINE CIVIL SERVICE---TYPEWRITING EXAMINATION.

Sixth Subject.---Copying and spacing.

Directions:- Make on the accompanying sheet an exact copy of the following exercise, reproducing it accurately in every particular including punctuation and other marks and preserving all spaces between lines and between words, figures, and characters, and the relative position of lines on the sheet.

COMMERCE OF THE PHILIPPINE ISLANDS.

Tabulated statement showing the amount and value of manufactured leaf tobacco exported, and the countries to which exported, during the months of September and October, 1899.

Countries.	September.		October.	
	Quantities. (pounds)	Values. (dollars)	Quantities. (pounds)	Values. (dollars)
Unmanufactured--				
Leaf tobacco.				
China.....			77:	4:
Spain.....	2,429,189:	102,678:	1,224,786:	60,538:
United Kingdom.....	120,956:	6,408:	5,042:	254:
India.....	58,676:	6,094:	14,630:	1,580:
Japan.....	1,030:	102:		
Australia.....	536:	90:		
France.....			45,417:	2,398:
Total.....	2,610,387:	115,372:	1,289,952:	64,774:

Note.-- The seed of the tobacco plant was among the many novelties introduced into the Philippines from Mexico by Spanish missionaries, soon after the possession of the colony by the Spaniards was an established fact.

During the first two centuries of Spanish dominion, but little direct attention was paid to the tobacco question by the Government, which only nominally held, but did not assert, the exclusive right of traffic in this article. At length, in the year 1781, during the Governor-Generalship of Jose Basco y Vargas (a naval officer), the cultivation and sale of tobacco was formally decreed a State monopoly, which lasted up to the end of the year 1882. In the meantime it became an important item of public revenue. In 1882, the profits on the tobacco monopoly amounted to half the colony's budget expenditure.

A few years before that date, a foreign company offered to guarantee the budget (then about \$15,000,000), in exchange for the tobacco monopoly, but the proposal was not entertained, although in the same year the treasury deficit amounted to \$2,000,000.

Stenography and typewriting (combined) examination.

Sec. 30. The time allowed for this examination is seven and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes.

The following are the subjects :

SUBJECTS.	WEIGHTS.
1. Arithmetic (first grade, see sec. 23).....	..
2. Penmanship
3. Letter writing (first grade, see sec. 23).....	..
4. Tabulating (see sec. 29).....	..
5. Copying from rough draft (see sec. 23).....	..
6. Copying and spacing (see sec. 29).....	..
7. Writing from dictation (see sec. 29).....	..
8. Stenography, dictations and transcriptions (see sec. 28).....	..

The subjects of arithmetic, letter writing, penmanship, and copying from rough draft will be required to be taken only once at the same time and place in connection with the examination for stenography and typewriting combined.

If a competitor passes in both stenography and typewriting, his name will be entered upon both registers. In addition to this, the averages in the two examinations will be combined, a weight of 2 being given to stenography and a weight of 1 to typewriting, and with the average percentage thus obtained his name will be entered upon the combined stenography and typewriting register. If he passes in only one of the examinations, his name will be entered upon the register for the examination which he passes. The applicant will also be entered upon the clerk register with the highest average obtained by him, whether in stenography or typewriting.

Translator examinations.

Sec. 31. There are two grades of examinations for translator positions : (1), a translator examination, and (2), a junior translator examination. The entrance salary for these positions will vary according to the vacancy to be filled and the ability of the appointees ; no definite information in regard to salaries can be given, pending a readjustment of salaries in the service.

Sec. 32. Translator examination.—The subjects of the clerk examination form a part of the translator examination, with a weight of 30%, while the tests in translating are weighted 70%. These tests are divided into two parts of equal weight, the first part consisting of two short exercises to be translated from English into Spanish, and the second part of two similar exercises to be translated from Spanish into English. The translations must be made without the aid of a dictionary and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. The time allowed for this examination is seven hours. The following are the subjects and weights :

SUBJECTS.	WEIGHTS.
1. Spelling (clerk, see sec. 23).....	5
2. Arithmetic (clerk, see sec. 23).....	5
3. Letter writing (clerk, see sec. 23).....	5
4. Penmanship	5
5. Copying from plain copy (clerk, see sec. 23).....	5
6. Copying from rough draft (clerk, see sec. 23).....	5
7. Translation from English into Spanish.....	35
8. Translation from Spanish into English.....	35
Total.....	100

The following selections indicate the general character of the translator examination.

Make a close translation of the following into idiomatic Spanish :

(a) Although the Chinese have introduced telegraphs to a considerable extent throughout a great portion of the empire, they still cling affectionately to their postal system, which remains much the same as it was hundreds of years ago. The government employs runners on foot or couriers on horseback, who are stationed at intervals on the roads leading to the various provinces. Each man takes the missive, or whatever it may be, to the next station, where another messenger is waiting to take it on the next stage, and so on. By this means enormous distances are covered in an incredibly short space of time. Marco Polo relates that dispatches are received in this way within twenty-four hours from places which it would take an ordinary traveller ten days to reach. If the Chinese wished to have a properly organized postal service, they could easily establish one.

(b) HYATTSVILLE, Md., September 14, 1900.
Honorable William H. Taft,
President U. S. Philippine Commission,
Manila.

SIR :

I have observed from press notices that your Commission intends to give the Filipinos the best educational facilities, and that with this object in view you desire to secure competent teachers from the United States. In this connection I beg to state that I have had three years' experience in teaching in the primary and intermediate grades with uniform success, and if you have not already secured a sufficient number of teachers I will thank you to consider my name, since I am confident that as a result of my past experience I can render satisfactory service in the Philippines. Your attention is invited to the accompanying statements and recommendations from prominent educators in regard to my ability as a teacher.

Hoping to receive a favorable reply at an early date, I remain,
Very respectfully,

Make a close translation of the following into idiomatic English :

(a) Ocuparon estas islas los chinos cuando sojuzgaron todo aquel oriente ; después los javos y malayos, últimamente los persas y árabes, los cuales por medio del comercio introdujeron la superstición de Mahoma entre la adoración de sus dioses, de los cuales se precieron algunas familias como de progenitores.

Sus leyes son bárbaras. No ponen número á los matrimonios : la esposa superior del rey, llamada en su lengua, da nobleza y derecho á la sucesión. En ella son preferidos sus hijos, aunque de menor edad que los de otras madres. El hurto no por mínimo se perdona ; el adulterio fácilmente. Cuando apunta el alba, ministros de este oficio tocan en los poblados, por ley, panderos grandes por las calles para despertar los lechos conyugales, que por la propagación humana los miran dignos de cuidado político. La mayor parte de los delitos se castigan con muerte : en lo demás obedecen á la tiranía ó arbitrio del vencedor.

(b) HABANA, CUBA, 6 de Junio de 1900.
La Comisión de los E. U. de Filipinas,

Manila.

SRES :

Entiendo que los recursos con que cuenta Filipinas no están grandemente desarrollados y deseo hacer esas islas mi futura residencia si hay la seguridad de que ofrezca un porvenir regular á un hombre profesional, enérgico, con completo conocimiento del inglés y español, y un capital de unos miles de pesos. Soy un Ingeniero Civil de profesion, habiendo terminado la carrera en 1894, en la Universidad de Cornell ; durante los dos últimos años, he tenido experiencia práctica en construcciones de caminos, en Cuba. Tengo también conocimiento de ingeniería eléctrica y estoy familiarizado con las últimas aplicaciones de electricidad en Tramvías, pudiendo sin dificultad alguna, inspeccionar la instalación de un sistema eléctrico en cualquiera población de las islas. Declaro que el clima tropical me sienta bien, y les agradeceré á Vds. me avisen si en su parecer, una persona de mis condiciones, puede tener oportunidad de colocarse en Filipinas.

De Vds. muy respetuosamente,

E. T. KIRKWOOD.

Sec. 33. Junior translator examination.—This consists of the subjects of the junior clerk examination with a weight of 30% and tests in translating with a weight of 70%. The translation tests in this examination are less difficult than in the examination for translator. They consist of two short exercises of about 100 words each to be translated from English into Spanish and exercises of the same length to be translated from Spanish into English. The translations must be made without the aid of a dictionary, and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. The time allowed for this examination is six hours.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Spelling (junior clerk, see sec. 24).....	5
Arithmetic (junior clerk, see sec. 24).....	5
Letter writing (junior clerk, see sec. 24).....	10
Penmanship.....	5
Copying from plain copy (junior clerk, see sec. 24).....	5
Translating from English to Spanish.....	35
Translating from Spanish to English.....	35
Total.....	100

The following selections indicate the general character of the tests in translation in this examination :

Make a close translation of the following into idiomatic Spanish :

(a) This gentleman has been waiting here some time to see the chief. He says he has come to make inquiry in regard to the papers which he sent to this office a few days ago. Some of the papers he wishes to withdraw as he has since found that they should have been forwarded to another office. When he called at the office of the Collector he was told to come here, where he would get the information that he desired. I think the papers to which he refers are those in that large envelope on the desk of Mr. Brown.

(b)

HONOLULU, H. I., September 29, 1900.

Civil Service Board,
Manila.

GENTLEMEN :

Please let me know when you will hold an examination for clerk in the city of Manila. My home is in that city and I can leave here about December 1st, or will stay until January, if I can arrive in Manila in time for the examination. If you have any pamphlet or other printed information that will give me an idea of the character of the examination, I would be pleased if you would send me a copy so that I may prepare myself as much as possible before I get to Manila, which will probably be in February.

Very respectfully,

WILLIAM WILSON.

Make a close translation of the following into idiomatic English :

(a) La paz y la quietud cuelgan de pocas leyes bien gobernadas; y de los muchos intérpretes, la guerra y la confusión.

Está ya tan alterada la policía humana, que en muchas partes del mundo los tenidos por sabios se gobiernan como bárbaros, y los bárbaros como sabios.

Si el deseo de acrecentar estado no turbase el buen gobierno, en todo el mundo habría paz y justicia.

Los ministros de justicia duermen descansadamente sobre los males ajenos, y á la sombra de los suyos propios despiertan y dan gritos.

No basta que tengan los reyes la suprema autoridad, que también han de tener la suprema inteligencia de las cosas, para saber acrisolar las resoluciones de sus consejeros.

La buena razón de Estado es aquella que basta á mantener los reinos en paz y á difundirlos en guerra justa.

DAGUPAN I.° de Diciembre de 1900.

La Junta del Servicio Civil en Filipinas.

Manila.

MUY SRES. MIOS :

Sírvanse mandarme un ejemplar de sus reglamentos y cualquiera informacion que Vds. tengan sobre la época y el lugar en que se han de celebrar sus exámenes. Quisiera examinarme para un puesto de mandatorio si no es muy difícil. He tenido esta ocupación en Manila por algunos meses, y mis amos me habian dicho que mis trabajos eran muy satis-

factorios. Si hay algunos puestos de esa clase vacantes en la actualidad, sírvanse decírmelo, puesto que quiero vivir en Manila donde podré ir á la escuela por las noches.

Muy respetuosamente.

Post office service examination.

Sec. 34. This examination will be limited to six hours. The entrance salary cannot at this time be definitely stated, pending a readjustment of salaries in the service. It is probable that there will be little demand for residents of the States to fill vacancies in these positions. The following are the subjects and weights :

SUBJECTS.	WEIGHTS.
1. Spelling (junior clerk, see sec. 24).....	10
2. Arithmetic (junior clerk, see sec. 24).....	10
3. Letter writing (junior clerk, see sec. 24).....	10
4. Penmanship	10
5. Copying from plain copy (junior clerk, see sec. 24).....	10
6. Geography	20
7. Local delivery	10
8. Reading addresses	20
Total.....	100

The following specimen questions and tests indicate the scope and general character of the sixth, seventh, and eighth subjects of this examination :

Sixth Subject, Geography.—The questions under this head will relate to the location of states, prominent cities, etc., in the United States, Philippine Islands, and foreign countries, especially along the Asiatic coast.

Seventh Subject, Local Delivery.—The questions under this head will relate to the location of buildings, streets, plazas, etc., in the city of Manila.

Eighth Subject, Reading Addresses.—This test will consist of the reading of twenty-five cards, on each of which are written a name and an address, some being written in Spanish and some in English. As soon as convenient during the day of the examination, each competitor will be taken aside for this exercise. If the reading is completed in one and one-half minutes, the competitor will receive 100 for speed, and a proportionate deduction will be made for time consumed in excess of one and one-half minutes, as shown in the rules for rating the exercise in reading addresses, which will be found on page 21 of this Manual. If the reading is not completed at the expiration of five minutes the competitor will be stopped and a proportionate deduction will be made for each card not read. Speed and accuracy have equal weight in determining the rating on this exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and read the second time, the second reading will be ignored and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner. The sheet containing the addresses in printed form for the examiner's guide in rating

this exercise must not be handled by the competitor. No sample cards can be furnished applicants.

Financial agent examination.

Sec. 35. See the statement under the head of "Department Assistant Examination" in regard to the scope of the examination for financial agent, and the probable need of financial agents for the service in the future.

Customs inspector examination.

Sec. 36. The examination for customs inspector will be the same as that for clerk or for junior clerk, according to the character of the position to be filled (see secs. 23, 24).

Messenger and watchman examination.

Sec. 37. The examination for messenger and watchman will be the same as that for under clerk (see sec. 25).

Steam and mechanical engineers.

Sec. 38. No educational tests will be given in examinations for these positions unless to fill vacancies requiring such tests. As a rule, the examinations will be confined to a consideration of the age, physical ability and experience of the applicants as engineers. Those who apply for positions as engineers on boats and launches, who are required to have licenses or certificates, must submit to the Board licenses or certificates from the proper authorities showing that they are entitled to act as such engineers. The papers submitted will be returned to them.

Printers and Bookbinders.

Sec. 39. No printers or bookbinders are as yet employed in the service, the work of this character for the Government being done by private establishments.

When positions as printers are created, examinations will be held therefor and will probably consist of the under clerk examination (see sec. 25), together with the tests in spelling and copying from rough draft of the clerk examination (see sec. 23), and also tests in abbreviations, correction of proof, and tabulating. Applicants who seek positions as job printers will be given appropriate tests in job printing.

The examination for bookbinder will probably consist of the subjects of the under clerk examination (see sec. 25). The experience of applicants as bookbinders will also be given due weight in the examination.

**Acts of the United States Philippine Commission and General
Orders of the Military Governor Relative to the
Philippine Civil Service.**

**AN ACT FOR THE ESTABLISHMENT AND MAINTENANCE OF
AN EFFICIENT AND HONEST CIVIL SERVICE IN THE
PHILIPPINE ISLANDS.**

*By authority of the President of the United States, be it enacted by the United
States Philippine Commission, that :*

Section 1. The Commission shall appoint three persons to be members of a Board to be called the Philippine Civil Service Board. The Commission shall designate one of such persons as chairman, and another as secretary, and may in its discretion designate from among the members of the Board a chief examiner.

Sec. 2. No person shall be eligible for appointment as a member of the Board unless he shall be a native of the Philippine Islands owing and acknowledging allegiance to the United States, or a citizen of the United States.

Sec. 3. Each member of the Board shall during his incumbency reside in Manila, and shall receive an annual salary of three thousand dollars and his necessary travelling expenses while in the discharge of his official duties. In case the Commission shall designate a member of the Board to act as chief examiner he shall receive in addition to his salary as a member of the Board a further annual compensation of five hundred dollars.

Sec. 4. The Board shall prepare rules adapted to carry out the purpose of this act, which is hereby declared to be the establishment and maintenance of an efficient and honest civil service in all the executive branches of the government of the Philippine Islands, central, departmental and provincial, and of the city of Manila, by appointments and promotions according to merit and by competitive examinations where the same are practicable, and it shall be the duty of all officers in the Philippine civil service in the departments and offices to which any such rules may relate to aid, in all proper ways, in carrying said rules, and any modifications thereof, into effect.

Sec. 5. This act shall apply, except as hereinafter expressly provided, to all appointments of civilians to executive positions under :

- (a) The Military Governor ;
- (b) The United States Philippine Commission ;
- (c) The Treasurer for the Islands ;
- (d) The Auditor for the Islands ;
- (e) The Collector of Customs for the Islands ;
- (f) The Collector of Internal Revenue for the Islands ;
- (g) The Director of Posts for the Islands ;

- (h) The Civil Service Board ;
- (i) The Bureau of Forestry ;
- (j) The Bureau of Mines ;
- (k) The General Superintendent of Public Instruction ;
- (l) Wardens of Penitentiaries and Prisons ;
- (m) The Provost Marshal General of Manila ;
- (n) The Captain of the Port at Manila.

Sec. 6. The rules to be adopted by the Board shall provide :

(a) For the classification of all offices and employments specified in section 5.

(b) For the appointment to those offices requiring technical, professional or scientific knowledge, by competitive or non-competitive examinations or otherwise, as the Board shall determine.

(c) For the selection of members of the police force and of the fire department in the city of Manila and of guards at prisons and penitentiaries by competitive or non-competitive examination, or otherwise, as the Board, after consultation with the Military Governor and his approval, shall determine.

(d) For the selection of laborers, skilled and unskilled, according to the priority of their applications, by such non-competitive examinations as may be practicable, and which need not, if the Board shall so limit them, relate to more than the capacity of the applicants to labor, their habits of industry and sobriety, and their honesty.

(e) For the promotion of members of one rank of the classified service to the next higher rank by competitive examination. In the competition the Board may provide, in its discretion, for the allowance of credit to the previous experience and efficiency of the applicant in the civil service of the Islands, to be estimated by the officer or officers under whose direction the service has been rendered, under such limitations as the Board, by general rule, may prescribe : provided, that such credit shall not be allowed to any applicant who shall not obtain a minimum average per centum to be fixed by the Board.

(f) For a period of probation before the appointment or employment is made permanent.

(g) For the preparation and holding at Manila, Iloilo and Cebu of open competitive examinations of a practical character for testing the fitness of applicants for appointment to the classified service, and the fitness of officers and employees for promotion therein ; and for the preparation and holding of the same examinations in the United States under the auspices of the United States Civil Service Commission for original appointment.

(h) For selection, according to average percentage, from among those certified by the Board as rated highest in such competition.

(i) For transfers under limitations to be fixed by the rules from one branch of the classified service to another, or from the Federal classified civil service of the United States to the classified service of the Philippine Islands.

(j) For reinstatements in the service under limitations to be fixed by the rules.

(k) For the examination in the Spanish language of all applicants who are citizens of the United States and in the English language of all

applicants who are natives of the Philippine Islands, whenever, in the opinion of the Board, knowledge of both languages is essential to an efficient discharge of the duties of the positions sought.

(l) For the holding of non-competitive examinations when applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

(m) For a thorough physical examination by a competent physician of every applicant for examination in the United States and for rejection of every such applicant found to be physically disqualified for efficient service in the Philippine Islands.

(n) For a limitation upon the age of those entering the lowest rank of the classified service, the maximum age under which shall not be greater than forty years and the minimum age not less than eighteen.

(o) For eliciting from all applicants for examination full information as to their citizenship, nativity, age, education, physical qualifications, and such other information as may reasonably be required affecting their fitness for the service which they seek to enter.

(p) For the employment of clerks and other employees for temporary service where it is impracticable to make appointments as provided in this act, for terms not exceeding ninety days, but no person shall be employed under this exception for more than ninety days in a year.

(q) The enumeration herein of the subjects to be covered by the rules of the Board shall not be regarded as exclusive, but the Board shall have power to adopt any rules not in violation of the limitations of the act, which will more efficiently secure the enforcement of the act.

Sec. 7. The Board shall keep minutes of its own proceedings, and on or before the first day of January of each year shall make an annual report to the Military Governor and to the Commission showing its proceedings, the rules which it has adopted, the practical effect thereof and suggestions for carrying out more effectually the purpose of this act.

Sec. 8. The Board shall supervise the preparation and rating and have control of all examinations in the Philippine Islands under this act. The Board may designate a suitable number of persons in the Philippine civil service to conduct its examinations and to serve as members of examining committees, and when examiners with special, technical or professional qualifications are required for the preparation or rating of examination papers it may designate competent persons in the service for such special duty, after consultation with the proper officer, or officers, under whom they are serving. The duties required of such persons as members of examining committees, or as special examiners, shall be considered as part of their official duties and shall be performed without extra compensation. When persons cannot be found in the Philippine service with the necessary qualifications for special examining work that may be required, the Board is authorized to employ at a reasonable compensation persons not in public employment for such work, which compensation shall be paid out of the general funds appropriated for the purposes of the Board, on its order.

Sec. 9. The Board may make investigations and report upon all matters relating to the enforcement of this act and the rules adopted hereunder, and in making such investigations the Board and its duly authorized examiners are empowered to administer oaths, to summon witnesses, and to require the production of official books and records which may be relevant to such investigation.

Sec. 10. The Board shall have a permanent office in the city of Manila. When examinations are to be held by the Board, either in Manila, Iloilo or Cebu, officers having the custody of public buildings shall allow their reasonable use for the purpose of holding such examinations.

Sec. 11. The head of each office to which this act applies shall notify the Board in writing without delay of all appointments, permanent, temporary, or probational, made in the classified service in his office, of all rejections after the period of probation, and of all transfers, promotions, reductions, resignations or vacancies from any cause in said service and of the date thereof; and a record of the same shall be kept by the Board.

Sec. 12. When the Board shall find that any person is holding a position in the civil service in violation of the provisions of this act or the rules of the Board, it shall certify information of the fact to the disbursing and auditing officers through whom the payment of the salary or wages of such position is by law required to be made, and if thereafter the disbursing or auditing officer shall pay, or permit to be paid, to the person such salary or wages, the payment shall be illegal, the disbursing officer shall not receive credit for the same, and the auditing officer who authorizes the payment shall be liable on his official bond for the loss resulting to the proper government.

Sec. 13. Any person in the Philippine civil service who shall wilfully or corruptly, by himself or in co-operation with one or more persons, defeat, deceive, or obstruct any person in the matter of his right of examination by said Board; or who shall wilfully, corruptly and falsely rate, grade, estimate or report upon the examination or standing of any person examined hereunder; or who shall wilfully and corruptly make any false representations relative thereto; or who shall wilfully and corruptly furnish any special or secret information for the purpose of improving or injuring the prospects or chances of any person so examined, or to be examined, employed, appointed or promoted, shall for each offense be punished by a fine not exceeding \$1,000, or by imprisonment for a period not exceeding one year, or by both such fine and imprisonment.

Sec. 14. Any person who shall wilfully and corruptly become the beneficiary of an act in violation of the last preceding section shall be punished as provided in that section.

Sec. 15. No inquiry shall be made, and no consideration whatever shall be given to any information, relative to the political or religious opinions or affiliations of persons examined, or to be examined, for entrance into the service, or of officers or employees in the matter of promotion: provided, however, that disloyalty to the United States of America as the supreme authority in these islands shall be a complete disqualification for holding office in the Philippine civil service.

Sec. 16. Every applicant for admission to the Philippine civil service, shall before being admitted to examination in the islands, take and subscribe the following oath before a justice of the peace in and for the province in which he is, or before a member of the civil service Board, the members of which are authorized to administer the same :

OATH OF APPLICANT.

I,, having applied for admission to the civil service of the Philippine Islands, do solemnly swear (or affirm) that I recognize and accept the supreme authority of the United States of America in these islands and will maintain true faith and allegiance thereto; that I will obey the laws, legal orders and decrees promulgated by its duly constituted authorities; that I impose upon myself this obligation voluntarily, without mental reservation or purpose of evasion. So help me God. (The last four words to be stricken out in case of affirmation.)

(Signature)

Subscribed and sworn to (or affirmed) before me this day of 19....

The oath of the applicant shall be filed with the secretary of the Board.

Sec. 17. No officer or employee in the Philippine civil service shall, directly or indirectly, give or hand over to any other officer or employee in said service any money or other valuable thing to be applied to the promotion of any political object whatever and a violation of this section by the giving or receiving officer or employee shall subject the violator to a penalty of not exceeding \$500 or to imprisonment not exceeding six months, or both, and upon conviction he shall be removed from office.

Sec. 18. No person in the Philippine civil service shall be under obligation to contribute to a political fund or to render a political service, or be removed or otherwise prejudiced for refusing to do so. Any person soliciting political contributions from public officers or employees shall be subject to the same penalties as those provided in the preceding section.

Sec. 19. In the appointment of officers and employees under the provisions of this act, the appointing officer in his selection from the list of eligibles to be furnished him by the Board shall, where other qualifications are equal, prefer :

First—Natives of the Philippine Islands.

Second—All honorably discharged soldiers, sailors and marines of the United States.

Sec. 20. The requirements of this act for entrance into the civil service, or for promotion by competitive examination, shall not apply to the selection of the Treasurer for the Islands; the Auditor for the Islands; the Collector of Customs for the Islands; the Deputy Collector of Customs for the Islands; the Collector of Inland Revenue for the Islands; the Director of Posts for the Islands; the Head of the Bureau of Forestry; the Head of the Bureau of Mines; the Superintendent of Public Instruction; the members of the Civil Service Board or of one private secretary for the Military Governor and for each member of the U. S. Philippine Commission. But, after eighteen months from the date when the Board shall certify that it has a sufficient list of eligibles to supply vacancies, vacancies occurring in all the foregoing offices, except in the private secretaryships above described, shall be filled without examination from a class to be composed of the first, second and third assistants in all the foregoing offices, the intention of this provision being that the appointing power may, by virtue hereof, transfer from one office to another a person deemed competent to fill the vacancy.

Sec. 21. The requirements of this act for entrance or promotion by competitive examination shall not apply to the office of cashier of the Collector of Customs for the Islands; to the Captain of the Port at Manila; to the Collector of Customs at Iloilo, and to the Collector of Customs at Cebu, until one year after the date when the Board shall make the certificate prescribed in the preceding section, after which vacancies in such offices shall be filled by promotion by competitive examination as in other cases.

Sec. 22. The persons now employed in the civil service of the Philippine Islands whose positions may be classified by the operation of this act and the rules herein provided for shall, unless dismissed by proper authority, continue in the service and discharge the duties assigned them: provided, that the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by them and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

Sec. 23. This act shall not apply to the selection of school teachers of the Department of Public Instruction, for which special legislation will be provided.

Sec. 24. The rules to be prepared and certified by the Board shall be promulgated by executive order of the Military Governor.

Sec. 25. After the passage of this act no civilian shall be employed in the offices specified in section 5 of this act, except in accordance with its terms: provided, that between the time of its passage and the date when the Board herein created shall officially inform the Military Governor and the Commission that it is ready to certify a list of persons eligible to appointment under the provisions of this act for any vacancy occurring, appointments for temporary service may be made to fill vacancies or newly created offices to continue until such certification is made and such vacancies can be regularly filled, under the requirements of this act and the rules of the Board adopted in accordance herewith. Persons so temporarily appointed may compete in the examinations held for regular entrance to the classified service.

Sec. 26. In this act whenever a sum of money is mentioned, it shall be understood to refer to the money of the United States.

Sec. 27. Upon the passage of this act and the appointment and organization of the Board, it shall be the duty of the head of each office to which this act applies upon application by the Board to certify to the Board a complete list of all the officers and employees engaged therein, together with a full statement of the duties performed by them and the compensation received by them.

Sec. 28. No person shall be admitted to the competitive examinations to be held under this act who are not either :

- (a) Citizens of the United States, or
- (b) Natives of the Philippine Islands, or
- (c) Persons who have, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the islands.

Sec. 29. This act shall take effect on its passage, and shall be referred to as the "Civil Service Act."

Enacted September 19, 1900.

AN ACT AMENDING THE CIVIL SERVICE ACT BY EXTENDING THE BENEFITS OF SECTION 22 OF SAID ACT TO CERTAIN PERSONS DISCHARGING THE DUTIES OF CIVIL POSITIONS IN THE MILITARY GOVERNMENT BY DETAIL FROM THE MILITARY OR NAVAL SERVICE OF THE UNITED STATES.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that :

Section 1. The Civil Service Act is hereby amended, by adding thereto the following section, to be known as section 30 :

"Sec. 30. A person who, when the Civil Service Board informs the Military Governor and the Commission of its readiness to certify an eligible list as provided in section 25, is performing the duties of any of the executive positions described in section 5 by detail from the Military or Naval Service of the United States shall, upon receiving an honorable discharge therefrom, become a civil servant holding the position, the duties of which he has been performing, with the same immunity from competitive examination as that secured to certain civilian employees by section 22, subject, however, to the proviso of that section."

Sec. 2. This act shall take effect on its passage.

Enacted, November 12, 1900.

AN ACT FIXING ALL SALARIES PAID TO OFFICERS AND EMPLOYEES IN THE CIVIL SERVICE IN MONEY OF THE UNITED STATES.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that :

Section 1. All salaries paid to officers and employees in the civil service in these Islands shall hereafter be paid in money of the United States.

Sec. 2. All general orders and laws now in force fixing such salaries in Mexican money are hereby amended so that the salaries therein provided shall, in each case, be fixed in money of the United States at one-half the number of dollars now expressed in Mexican money.

Sec. 3. This act shall take effect on November 1, 1900.

Enacted, October 24, 1900.

AN ACT REQUIRING THE CIVIL SERVICE BOARD TO REPORT TO THE UNITED STATES PHILIPPINE COMMISSION A PLAN FOR THE READJUSTMENT OF SALARIES PAID IN THE CIVIL SERVICE.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that :

Section 1. The Civil Service Board shall proceed forthwith to investigate the fairness of the salaries now paid to all the members of the Philippine Civil Service, and shall report at as early a day as possible a plan for the readjustment of such salaries under which the salaries paid shall be proportioned to the amount of labor and skill required and the responsibility imposed in the discharge of the duties of the respective positions, and which shall afford opportunity for a proper classification of positions under the Civil Service Act.

Sec. 2. In the prosecution of the investigation enjoined in the foregoing section, the Civil Service Board is authorized through the Military Governor to summon to appear before it the heads of the civil departments and such of their subordinates as may be deemed necessary, to answer questions and to produce papers relevant to the inquiry. The Board shall append to its report the evidence taken by it. In the execution of this act, the Board shall also consider the report of a Board of Army Officers to the Military Governor upon a readjustment of civil salaries and shall submit a comparison between its adjustment and that of said Board of Army Officers, and where there is a difference, its reasons.

Sec. 3. In its investigation and report the Board shall treat the offices, the duties of which are now discharged by officers of the army or navy under detail, as if filled by civilians, and shall report the proper salaries for such offices. It shall also investigate and report the salaries that, upon the same basis, should be paid to civilians performing clerical or other similar duties in military offices, but who are paid from the Insular Civil Funds.

Sec. 4. This act shall take effect on its passage.

Enacted, December 12, 1900.

AN ACT PROVIDING FOR THE APPOINTMENT AND REMOVAL OF SUBORDINATE OFFICERS AND EMPLOYEES IN CERTAIN DEPARTMENTS AND BUREAUS OF THE GOVERNMENT OF THE PHILIPPINE ISLANDS.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that :

Section 1. All appointments to, and removals from, subordinate civil positions authorized by law in the offices of

- (a) The Military Secretary ;
- (b) The Treasurer for the Islands ;
- (c) The Auditor for the Islands ;
- (d) The Collector of Customs for the Islands ;

- (e) The Collector of Inland Revenue for the Islands ;
- (f) The Director General of Posts for the Islands ;
- (g) The Civil Service Board ;
- (h) The Bureau of Forestry ;
- (i) The Bureau of Mines ;
- (j) The Bureau of Statistics ;
- (k) The General Superintendent of Public Instruction ;
- (l) Wardens of Penitentiaries and Prisons ;
- (m) The Provost Marshal General ;
- (n) The Captain of the Port ;

shall be made by the respective heads of such offices, subject to the approval of the Military Governor.

Sec. 2. All appointments and removals made under the previous section shall be reported by the Military Governor to the Commission.

Sec. 3. Nothing herein shall be construed to take any of the appointments to be made to positions described in section one out of the provisions of the Civil Service Act, or to prevent the Commission from revoking action taken under section one, or making appointments to such positions, or from making removals therefrom of its own motion under the general powers conferred upon it by the instructions of the President of the United States.

Sec. 4. This act shall take effect on its passage.

Enacted, October 17, 1900.

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF ABSENCE AND TRANSPORTATION OF APPOINTEES UNDER THE PHILIPPINE CIVIL SERVICE.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that :

Section 1. It shall be the duty of the heads of departments and offices in the Philippine civil service to require of all employees of whatever grade or class not less than six hours of labor each day, not including time for lunch and exclusive of Sundays and days declared public holidays by law or executive order, but the head of any department or office may, in the interest of the public service, extend the hours of labor herein specified for any or all of the employees in his office, and in case of such extension it shall be without additional compensation.

Sec. 2. The head of any department or office may grant leave of absence with pay during a calendar year to each employee, exclusive of Sundays and days declared public holidays by law or executive order, in accordance with the following schedule : An employee receiving an annual salary of less than six hundred dollars shall be granted fifteen days leave ; an employee receiving an annual salary of six hundred dollars or more, but less than one thousand dollars, shall be granted twenty days leave ; an employee receiving an annual salary of one thousand dollars or more, but less than eighteen hundred dollars shall be granted thirty

days leave ; an employee receiving an annual salary of eighteen hundred dollars or more shall be granted thirty-five days leave. If an employee elects in any one year to postpone any or all of the leave to which he is entitled under this section, such leave shall accumulate, and in case he is granted leave for the purpose of visiting the United States he shall be allowed, with half pay, in addition to his leave, the actual and necessary time occupied by him in going to and returning from San Francisco : provided, that such leave to visit the United States under these conditions shall not be granted to any employee more than once in three years, or to any employee who has not accumulated to his credit leave allowed for two full years. The provisions of this section shall be retroactive in effect so as to entitle employees of the civil service in the Philippine Islands, whether serving as such by regular appointment or by detail from the Army or Navy of the United States, previous to this act to any accumulated leave to which they would have been entitled had this act been in effect at the date of their employment or detail.

Sec. 3. In exceptional and meritorious cases where an employee is personally ill and also in cases where any member of the immediate family of an employee is afflicted with a contagious disease, making the presence of such employee in the department or office in which he is employed unsafe for the health of his fellow employees, the head of the department or office may, in his discretion, grant to such employee, in addition to the leave provided in section 2, a leave of absence not exceeding sixty days in any calendar year. Further leave, if granted, shall be without pay, but when leave with and without pay of the employee under this section aggregates more than six months he shall be immediately separated from the service.

Sec. 4. The appointment of persons residing in the United States to the Philippine civil service shall be subject to the following conditions :

(1) A person residing in the United States who is appointed to the Philippine civil service shall pay his traveling expenses from the place of his residence in the United States to San Francisco, but his traveling expenses from San Francisco to Manila shall be borne by the Insular Government if he shall come by the steamer and route directed by the Chief Executive of the Islands.

(2) He shall be allowed half salary from the date of embarkation at San Francisco and full salary from the date of his arrival in the Islands : provided, that he proceeds directly to the Islands, otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey between such two points.

(3) A person who has been employed in the Philippine civil service for three years or more after the passage of the Civil Service Act shall, if he so requests, upon his retirement from the service, be furnished with transportation from Manila to San Francisco and shall be allowed half salary for thirty days in addition to full salary for the period to which he may be entitled as leave of absence under the provisions of this act.

Sec. 5. This act shall take effect on its passage.

Enacted, January 26, 1901.

AN ACT DECLARING ALL PERSONS IN ARMS AGAINST THE AUTHORITY OF THE UNITED STATES IN THE PHILIPPINE ISLANDS, AND ALL PERSONS AIDING OR ABETTING THEM, ON THE FIRST DAY OF APRIL, 1901, OR THEREAFTER, INELIGIBLE TO HOLD OFFICE.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that :

Section 1. All persons who on the first day of April, 1901, or thereafter, shall be in arms against the authority and sovereignty of the United States in the Philippine Islands, and all persons aiding or abetting them on or after said date, are hereby declared ineligible to hold any office of honor, trust or profit in the Philippine Islands.

Sec. 2. Section fifteen of the Civil Service Act is hereby amended by inserting after the last word of the said section the following : "provided, however, that no person shall be eligible for examination or appointment under the provisions of this act, who shall be, on or after the first day of April, 1901, in arms against the authority of the United States in the Philippine Islands, or who shall thereafter give aid and comfort to the enemies of the United States, so in arms."

Sec. 3. This act shall take effect on its passage.

Enacted, January 26, 1901.

OFFICE OF THE U. S. MILITARY GOVERNOR IN THE
PHILIPPINE ISLANDS.

MANILA, P. I., January 2, 1901.

GENERAL ORDERS, }
No. 1.

The following Civil Service Rules, prepared and adopted by the Philippine Civil Service Board under provisions of sections 4 and 6 of "An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands," enacted September 19, 1900, are, in accordance with the provisions of section 24 of said Act, promulgated in the form submitted by said Board for the information and guidance of all concerned.

BY COMMAND OF MAJOR GENERAL MACARTHUR :

E. H. CROWDER,
Lieut. Colonel, 39th Inf., U. S. Vols.
Secretary.

CIVIL SERVICE RULES.

In the exercise of authority conferred by the United States Philippine Commission, and in pursuance of the provisions of sections 4 and 6 of "An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands," enacted September 19, 1900, the Philippine Civil Service Board hereby makes and adopts the following rules :

Rule I.

GENERAL PROVISIONS AND DEFINITIONS OF TERMS.

1. The Board shall have authority to prescribe such regulations in pursuance of and in execution of these rules and of the Civil Service Act as may not be inconsistent therewith, and may prescribe blank forms for all applications, examinations, certifications, reports, records, and returns received under these rules and the regulations made in pursuance thereof.

2. The several terms hereinafter mentioned, wherever used in these rules, shall be construed as follows :

(a) The term "Board" refers to the Philippine Civil Service Board.

(b) The term "Civil Service Act" refers to "An Act for the Establishment and Maintenance of an Efficient and Honest Civil Service in the Philippine Islands," enacted September 19, 1900.

(c) The term "grade" refers to a number of positions or employees arranged in a group upon the basis of the duties performed, without regard to the salaries received.

(d) The term "class" refers to a number of positions or employees arranged in a group upon the basis of the salaries received, without regard to the duties performed.

(e) The term "classified service" refers to that portion of the Philippine civil service which is subject to the provisions of the Civil Service Act and these rules.

(f) The term "unclassified service" refers to that portion of the Philippine civil service which is not subject to the provisions of the Civil Service Act and these rules.

(g) Whenever a sum of money is mentioned it shall be understood to refer to the money of the United States.

(h) Whenever the term "officers" is used, it shall be understood to refer to civil officers employed in, or military officers detailed to, the Philippine civil service.

3. A person occupying a position classified by the operation of the Civil Service Act and these rules, whose appointment was made in conformity with law, shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said Act and these rules, except that the Board may, in its discretion, require by rule that all such employees shall pass examinations practically adapted to show their fitness to fill the positions now held by

them, and that in case of failure to pass such examinations to the satisfaction of the Board they shall be dismissed from the service.

4. A person who, when the Civil Service Board informs the Military Governor and the United States Philippine Commission of its readiness to certify an eligible list as provided in section 25 of the Civil Service Act, is performing the duties of any of the executive positions described in section 5 of that Act by detail from the Military or Naval Service of the United States shall, upon receiving an honorable discharge therefrom, become a civil servant holding the position, the duties of which he has been performing, with the same immunity from competitive examination as that secured to certain civilian employees by section 22 of that Act, subject, however, to the proviso of that section.

Rule II.

EXTENT OF THE EXECUTIVE CIVIL SERVICE OF THE PHILIPPINE ISLANDS.

The executive civil service of the Philippine Islands shall include all appointive offices and positions of trust or employment which are now or may hereafter be occupied by civilians in the central, departmental, and provincial branches of the government, and also in the municipal service of Manila, and is hereby arranged in the following schedules :

SCHEDULE A. This schedule includes all positions and employments named below, except those included in schedules B, C, D, E, and F, which are now or may hereafter be occupied by civilians, under the Military Governor, the United States Philippine Commission, the Treasurer of the Islands, the Auditor for the Islands, the Collector of Customs for the Islands, the Collector of Internal Revenue for the Islands, the Director of Posts for the Islands, the Civil Service Board, the Bureau of Forestry, the Bureau of Mines, the Bureau of Statistics, the General Superintendent of Public Instruction, the Wardens of Penitentiaries and Prisons, the Provost Marshal General of Manila, and the Captain of the Port of Manila; also all positions and employments, except such as may be included in schedules B, C, D, E and F, which may be occupied by civilians in departments and offices hereafter established.

The following grades of employees are included in this schedule: All employees, of whatever designation, whether compensated by a fixed salary or otherwise, whose duties are principally those of bookkeepers, bookbinders, clerks, chief clerks, draughtsmen, steam engineers, examiners, inspectors, interpreters, janitors, letter-carriers, machinists, messengers, printers, stenographers, typewriters, translators, or watchmen.

The offices and positions in this schedule are classified and vacancies therein, if not filled by promotion, transfer, or reinstatement, shall be filled by selections from certifications of eligibles secured by competitive examination.

SCHEDULE B. This schedule includes professional, technical, and scientific positions, comprising heads of departments and offices of the municipal service of Manila, and all employees of whatever designation, whether compensated by a fixed salary or otherwise, whose duties are principally those of bacteriologists, botanists, cashiers, chemists, civil engineers, disbursing officers, foresters, physicians, practicanes, vaccinators, and veterinarians.

The offices and positions in this schedule are classified, and vacancies

therein, if not filled by promotion, transfer, or reinstatement, shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, or otherwise, as the Board may determine to meet the needs of the service.

SCHEDULE C. This schedule includes the offices of the Treasurer for the Islands, the Auditor for the Islands, the Collector of Customs for the Islands, the Deputy Collector of Customs for the Islands, the Collector of Internal Revenue for the Islands, the Director of Posts for the Islands, the head of the Bureau of Forestry, the head of the Bureau of Mines, the head of the Bureau of Statistics, the General Superintendent of Public Instruction, and the members of the Civil Service Board.

These offices are not, at the date of the adoption of these rules, subject to any form of examination by the Board, but after eighteen months from the date when the Board shall certify that it has a sufficient list of eligibles to fill vacancies, vacancies occurring in the foregoing offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of the first, second, and third assistants in all such offices.

SCHEDULE D. This schedule includes the cashier of the Collector of Customs for the Islands, the Captain of the Port of Manila, the Collector of Customs at Iloilo, and the Collector of Customs at Cebu.

These offices are not, at the date of the adoption of these rules, subject to any form of examination by the Board, but after twelve months from the date when the Board shall make the certificate referred to in the preceding schedule, vacancies in such offices shall be filled by promotion by competitive examination.

SCHEDULE E. This schedule includes skilled and unskilled laborers. These positions are classified and vacancies therein will be filled in accordance with the provisions of Rule X.

SCHEDULE F. This schedule includes one private secretary for the Military Governor and for each member of the United States Philippine Commission, school teachers of the Department of Public Instruction, members of the Police Force and of the Fire Department of the city of Manila, and guards at prisons and penitentiaries. These positions are not classified and are therefore not subject to any form of examination by the Board.

The omission in any of the above schedules of any official designation of a position in the service shall not exclude such position from the schedule to which it properly belongs in accordance with the requirements of the Civil Service Act.

Rule III.

APPLICATIONS FOR EXAMINATION.

1. No applicant shall be admitted to competitive examination who is not a citizen of the United States, a native of the Philippine Islands, or a person who has under and by virtue of the Treaty of Paris acquired the political rights of natives of the Islands.

2. Every applicant for examination must furnish information as to his citizenship or nativity, age, education, and physical capacity, and such

other information tending to show his qualifications or disqualifications for the service, as may be required by the Board.

3. No applicant shall be admitted to examination in the United States until he has been thoroughly examined by a competent physician and found to be physically qualified for efficient service in the Philippine Islands, and no applicant shall be admitted to examination in the Philippine Islands until he has furnished evidence satisfactory to the Board of his loyalty to the supreme authority of the United States of America in these Islands.

4. No application for examination shall be accepted from any person serving or enlisted in the army, the navy, or the marine corps of the United States unless the written consent of the proper military, naval or marine authority under whom such person is serving or enlisted is filed with his application.

5. No application for examination for entrance to the lowest rank shall be accepted from any applicant who is under eighteen or over forty years of age, provided, that in the interest of good administration, the Board, with the concurrence of the head of the proper department, office or branch of the service, may by regulation determine the age limitations within the maximum and minimum limits herein specified, and confine competition for such positions to persons who meet the requirements as to age.

6. The Board may, in its discretion, refuse to examine an applicant or to certify an eligible who is physically so disabled as to be rendered unfit for the performance of the duties of the position to which he seeks appointment, or who has been guilty of a crime or of infamous or notoriously disgraceful conduct, or who has been dismissed from the service for delinquency or misconduct within one year next preceding the date of his application, or who has intentionally made a false statement in any material fact, or practiced or attempted to practice any deception or fraud in securing his examination, registration or appointment. Any of the foregoing disqualifications shall be good cause for the removal of the person from the service after his appointment.

Rule IV.

EXAMINATIONS.

1. Examinations of a suitable and practical character, absolutely impartial, and involving such subjects and tests as the Board may determine, shall be held to test the relative capacity and fitness of applicants for the positions to which they seek to be appointed.

2. Whenever the Board shall find, after consultation with the head of the proper department or office, that a knowledge of both the Spanish and English languages is essential to an efficient discharge of the duties of a position to be filled, the Board shall test applicants who are citizens of the United States as to their knowledge of the Spanish language and applicants who are natives of the Philippine Islands as to their knowledge of the English language.

3. No person shall be appointed to, or employed in, any classified

position unless he shall have passed the examination provided therefor, or unless he is specially exempt from such examination by the provisions of the Civil Service Act and these rules.

4. No non-competitive examination shall be held except under the following conditions :

(a) When applicants fail to compete after due notice has been given of an open competitive examination to fill an existing vacancy.

(b) To test fitness for reinstatement or transfer to a position in the service.

(c) To test fitness for positions requiring professional, technical, or scientific qualifications, when, in the judgment of the Board, it is not practicable to hold a competitive examination for such positions.

(d) To test fitness for the positions of skilled and unskilled laborers.

5. Examinations in the Philippine Islands shall be held at Manila, Iloilo, and Cebu, upon such dates as the Board may deem best for the interest of the service and the convenience of applicants, and examinations in the United States will be held under the auspices of the United States Civil Service Commission at the request of this Board. Previous notice of such examinations, with such general information relative thereto as the Board shall prescribe, shall be mailed to each person who has made application in due form.

6. The Board shall appoint such examining committees or special examiners as it may deem necessary from officers and employees in the Philippine civil service. The members of examining committees and special examiners shall perform such duties as the Board may direct in connection with examinations, appointments, and promotions in any part of the service which has been or may hereafter be classified, and in the performance of such duties they shall be under the direct and sole control and authority of the Board. The duties performed by members of examining committees and special examiners shall be considered part of the duties of the office in which they are serving, and time shall be allowed for the performance of such duties during the office hours of said office.

7. All officers of the Philippine civil service shall facilitate the examinations of the Board, and officers having the custody of public buildings at places where such examinations are to be held shall for this purpose permit and arrange for the use of suitable rooms under their charge and for furnishing and lighting the same when required.

Rule V.

RATING OF PAPERS AND ELIGIBILITY.

1. Examination papers shall be rated according to their excellence on a scale of 100, and the subjects therein shall be given such relative weights as the Board shall prescribe. After a competitor's papers shall have been rated he shall be duly notified of the result thereof.

2. Every competitor who attains an average percentage of 70 or over shall be eligible to appointment to the position for which he was examined, and the names of eligibles shall be entered in the order of their average percentages, without regard to the date of examination, on the proper register of eligibles.

3. The period of eligibility shall be one year from the date on which the name of the eligible is entered on the register, but this period may be extended, in the discretion of the Board, for a further period of one year under such conditions as the Board may prescribe; *provided*, that in case a person whose name is on any register shall be mustered into the military or naval service of the United States at a time when the United States may be engaged in war or in suppressing an insurrection, the period of eligibility of such person shall, under such conditions as the Board may prescribe, be considered as suspended during the time he may be serving in the army or navy of the United States.

Rule VI.

CERTIFICATIONS.

A vacancy in a classified position, if not filled by promotion, transfer, reinstatement, or by non-competitive examination, shall be filled under the following provisions:

1. The appointing officer shall make requisition, upon a form to be prescribed by the Board, for the names of eligibles for the position vacant, specifying the duties of the position, and the Board shall certify to said officer from the proper register, the three names at the head thereof which have not been three times certified to the office or branch of the service in which the vacancy exists; *provided*, that certification for temporary appointment shall not be counted as one of the three certifications to which an eligible is entitled; *and provided further*, that whenever the request for certification, or any law, rule, or regulation, shall call for persons of one sex, those of that sex shall be certified; otherwise, sex shall be disregarded in certification.

2. The appointing or nominating officer shall select one of the three names certified, and, if at the time of selection there are more vacancies than one, he may select more than one name, unless otherwise directed by the Board; *provided*, that if an appointing officer shall object to an eligible certified, stating that his examination papers disclose that his knowledge in one or more of the subjects of the examination is not sufficient to meet the requirements of the position to be filled, or that because of disloyalty, physical defect, mental unsoundness or moral disqualification, particularly specified, such eligible would be unsuitable for the position to be filled, and if said officer shall sustain such objections with evidence satisfactory to the Board, certification may be made of the eligible on the register who is in average percentage next below those already certified in place of the one to whom objection is made and sustained.

3. In making selections from certifications of eligibles by the Board, appointing officers shall, when other qualifications are equal, prefer, first, natives of the Islands, and second, all honorably discharged soldiers, sailors and marines of the United States.

4. The Board, whenever practicable, shall forward to the head of the department or office in connection with each certification the applications and examination papers of the persons certified, and in the exercise of his responsible powers he may summon personally before him the persons certified and make such verbal inquiries of them as he may think proper. The papers forwarded by the Board to the head of the department or office

for his information shall be returned to the Board with the notice of selection.

5. When a person is selected for appointment the appointing officer shall notify the Board and the Board shall notify the appointee. Upon his reporting for duty he shall receive from the appointing officer a certificate of appointment for a probationary period of six months, at the end of which period, if his conduct and capacity are satisfactory to the appointing officer, his retention in the service shall be equivalent to his absolute appointment; but if his conduct and capacity be not satisfactory he may at any time during, or at the expiration of, his probationary period be notified by the appointing officer that he will not receive absolute appointment because of such unsatisfactory conduct or want of capacity, and such notification shall discharge him from the service.

6. An eligible may waive certification or decline appointment without losing his position on the register, upon furnishing reasons satisfactory to the Board, but without such permission his name shall be dropped from the register upon his declination of an appointment. No eligible shall have the right to waive an appointment from the same register more than twice.

7. Certification for original appointment shall, whenever practicable, be made to the lowest class in a grade, but a vacancy in a position in any class requiring the exercise of special, technical, or professional knowledge may be filled by original appointment.

8. When two or more eligibles have the same average percentage, precedence in certification shall be determined by the order in which their applications were filed.

9. Whenever a vacancy exists and an emergency shall arise requiring that such vacancy shall be filled before the Board can make a certification of eligibles, the vacancy may, subject to the approval of the Board, be filled by temporary appointment without examination for such part of three months as will enable the Board to make a certification of eligibles: *provided*, that a vacancy shall not be filled by temporary appointment pending a certification of eligibles by the Board unless the public interest requires that it shall be filled to meet an emergency, and such temporary appointment, if made, shall expire by limitation as soon as an eligible shall be provided, and the necessary details of an appointment thereto have been executed in accordance with these rules. No person shall serve longer than ninety days in any one year under such temporary appointment.

Rule VII.

REINSTATEMENTS.

Any person who has, through no delinquency or misconduct, been separated from a position classified under the Civil Service Act and these rules, may, upon requisition of the proper officer and the certificate of the Board, be reinstated without examination in a vacant position in the department, office or branch of the service from which he was separated, under the following conditions:

1. No person shall be reinstated who has served less than six months in the Philippine civil service.

2. A person who has served less than two years, but who has received absolute appointment, may be reinstated within one year ; a person who has served two years, but less than three years, may be reinstated within two years ; a person who has served three years, but less than four years, may be reinstated within three years ; a person who has served four years, but less than five years, may be reinstated within four years ; and a person who has served five or more years may be reinstated within five years, from the date of his separation from the service ; *provided*, that for original entrance to the position proposed to be filled by reinstatement there is not required by these rules, in the opinion of the Board, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed : *and provided further*, that, subject to the other conditions of these rules, any person whose separation from the service was caused by his enlistment in or acceptance of a position in the active military or naval service of the United States, and was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the service.

Rule VIII.

TRANSFERS.

1. A person in any department, office, or branch of the service, may be transferred within the same department, office, or branch of the service upon any test of fitness, not disapproved by the Board, which may be determined upon by the appointing officer, subject to the limitations of the proviso of section 2 of this rule.

2. A person who has received absolute appointment may, upon the certificate of the Board, be transferred from a position in one office or branch of the service to a position in another office or branch of the service ; *provided*, that such transfer shall not be made without examination to a position if for original entrance to such position there is required by these rules an examination essentially higher than, or different from, the examination required for original entrance to the position from which transfer is proposed.

3. No transfer shall be made of a person from any position in the unclassified service to a position in the classified service ; *provided*, that a person who has by promotion or transfer from the classified service entered the unclassified service, and has served continuously therein from the date of said promotion or transfer, may be retransferred to the classified position from which he was transferred or to any position to which transfer could be made therefrom.

4. Any person who has been transferred from one classified position to another classified position may be retransferred to the position in which he was formerly employed, or to any position to which transfer could be made therefrom, without regard to the limitations of these rules.

5. A person in the classified service of the Federal Government of the United States may be transferred to any position in the Philippine classified service, subject to the conditions of these rules with respect to age limitations and examinations, and when an examination is required

previous to such transfer the Board may accept such tests of fitness as may be made upon its request by the United States Civil Service Commission.

Rule IX.

PROMOTIONS.

1. No vacancy in any position shall be filled by original appointment or by transfer whenever there is in the office or branch of the service where the vacancy exists any person in a position in a lower rank who is qualified and willing to be promoted to the existing vacancy.

2. In providing regulations and examinations for promotion the Board shall give due weight to the previous experience and efficiency of officers and employees and shall introduce such tests of fitness as it may deem proper after consultation with the heads of the different offices or branches of the service in which promotion examinations may be held, with a view to determine the relative efficiency of officers and employees, their general intelligence as well as their knowledge of the business of the branch of the service in which they seek to be promoted.

3. In each department, office, or branch of the service, the Board may, when deemed advisable, appoint a promotion examining committee of not less than three persons, after consulting the head of the department, office, or branch of the service in which such committee is to be appointed. The members of the committee shall perform such duties with respect to promotions and promotion examinations as the Board may direct, in the performance of which duties they shall be under the sole control and authority of the Board.

4. In examinations for promotion, a suitable weight shall be given to a knowledge of both the English and the Spanish language or to a knowledge of both the English language and one or more of the native languages, whenever in the opinion of the Board a knowledge of such languages is useful in the position to which promotion is sought. The object of this rule is to give preferment in examinations for promotions, other things being equal, to employees who speak the Spanish language, or any of the native languages, and who have increased their efficiency and usefulness by acquiring a knowledge of the English language ; and also to give preferment in examinations for promotion, other things being equal, to employees who speak the English language, and who have increased their efficiency and usefulness by acquiring a knowledge of the Spanish language or of any of the native languages.

5. There shall be kept in each office a continuous and comparative record showing the kind of work upon which the employees of the office are engaged, and also the efficiency, industry, punctuality, attendance, and conduct of such employees, which record shall be at all times open to the inspection of the Board.

6. Examinations for promotions shall be held at such times as in the opinion of the Board the needs of the service shall require. Due notice of such examinations shall be posted in the office of the Board and in the departments and offices in which promotion examinations are to be held, specifying the date and character of the examinations, and stating who are eligible therefor.

7. Each competitor in an examination for promotion shall be rated on a scale of 100, and a competitor who fails to attain an average percentage of 70 in the entire examination, or who is rated below 70 in efficiency, shall not be eligible for promotion. A competitor who makes less than an average percentage of 60 on the subjects of the examination other than efficiency shall not be given the benefit of his efficiency rating in determining his average percentage in the whole examination.

8. There shall be kept in the office of the Board registers of persons eligible for promotion in each department, office or branch of the service for which examinations are held, showing the rating or standing of each person examined.

9. When a vacancy occurs in any class in a department, office, or branch of the service, the Board shall certify for promotion the highest two eligibles in the next lower class in said department, office, or branch of the service, and from this certification selection shall be made by the appointing or nominating officer ; *provided*, that if it be found that there are not two persons eligible for promotion in the class next below that in which the vacancy exists, or if a vacancy occurs in a position requiring exceptional or technical qualifications not possessed by any eligible in the next lower class, then the Board, after such tests of fitness as it may prescribe, shall certify to the appointing officer from the highest class or classes in which such persons are serving, the names of two persons, if there are so many, having the required qualifications, who are rated highest, or but one person if there are not so many as two in the department, office or branch of the service.

10. In certifying for promotion, when two or more eligibles have the same average percentage, precedence in certification shall be determined by length of service.

11. No recommendation of any person for promotion, whether verbal or in writing, shall be received or considered, unless it be made by the officer or officers under whose supervision he is employed, and the presentation of any other recommendation shall be considered an unwarrantable interference with the public service, and shall be sufficient cause for debarring such person from promotion, and a repetition of the offense shall be sufficient cause for removing him from the service.

12. Until the promotion regulations herein authorized have been promulgated by the Board for any department, office, or branch of the service, and the Board has notified such department, office or branch of the service that it is prepared to conduct the promotion examinations authorized under the Civil Service Act and these rules, promotions therein may be made upon any tests of fitness not disapproved by the Board which may be determined upon by the appointing officer.

Rule X.

GOVERNING EMPLOYMENT OF LABORERS.

All appointments of skilled and unskilled laborers shall be made by the heads of the departments or offices in which such laborers are to be employed, subject to the following conditions :

1. They shall be employed according to priority in the filing of their

applications for employment, after proper inquiry as to their capacity to labor, their habits of industry and sobriety, and their honesty.

2. No consideration whatever shall be given to the political or religious opinions or affiliations of applicants for such employment, and selections shall, as far as practicable, be confined to natives of the Islands.

3. Every applicant employed shall be required to take the oath of allegiance prescribed in section 16 of the Civil Service Act, and any skilled or unskilled laborer who is found to be disloyal to the United States of America as the supreme authority in these Islands shall be immediately discharged from the service.

4. Skilled or unskilled laborers who may hereafter be removed from the service by reason of a reduction in force, or otherwise, and whose work and conduct are satisfactory, shall be furnished discharge cards certifying to such fact, and upon presenting such cards shall be preferred in subsequent appointments as vacancies occur.

5. On the first and fifteenth days of each month the head of each department or office shall notify the Civil Service Board of the number of skilled and unskilled laborers employed in each grade, with the salaries paid.

Rule XI.

OFFICIAL ROSTER OF EMPLOYEES.

The Board shall keep an official roster of all officers and employees in the executive civil service of the Philippine Islands, and for the purpose of this roster each head of a department or office shall furnish to the Board the following information in such form and manner as it may prescribe.

1. A statement of all the positions and employments under his control and authority, setting forth, among other things, the names, designations, compensations, duties, dates of appointment or employment of all persons serving in such positions.

2. A statement, to be made on the first and fifteenth days of each month, of all changes and the dates thereof in the service under his control and authority, setting forth, among other things, the following: The name of every person appointed, reinstated, promoted, transferred or separated from the service, the position to which an appointment or reinstatement is made, the position from which and the position to which a promotion or transfer is made, the position from which a separation is made, whether by removal, resignation, or death, and the compensation of every position from which or to which a change is made.

Rule XII.

SALARY CLASSIFICATION.

The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class :

CLASS I. All persons receiving an annual salary of \$3,000 or more or a compensation at the rate of \$3,000 or more per annum,

CLASS 2. All persons receiving an annual salary of \$2,750 or more, or a compensation at the rate of \$2,750 or more, but less than \$3,000 per annum.

CLASS 3. All persons receiving an annual salary of \$2,500 or more, or a compensation at the rate of \$2,500 or more, but less than \$2,750 per annum.

CLASS 4. All persons receiving an annual salary of \$2,250 or more, or a compensation at the rate of \$2,250 or more, but less than \$2,500 per annum.

CLASS 5. All persons receiving an annual salary of \$2,000 or more, or a compensation at the rate of \$2,000 or more, but less than \$2,250 per annum.

CLASS 6. All persons receiving an annual salary of \$1,800 or more, or a compensation at the rate of \$1,800 or more, but less than \$2,000 per annum.

CLASS 7. All persons receiving an annual salary of \$1,600 or more, or a compensation at the rate of \$1,600 or more, but less than \$1,800 per annum.

CLASS 8. All persons receiving an annual salary of \$1,400 or more, or a compensation at the rate of \$1,400 or more, but less than \$1,600 per annum.

CLASS 9. All persons receiving an annual salary of \$1,200 or more, or a compensation at the rate of \$1,200 or more, but less than \$1,400 per annum.

CLASS 10. All persons receiving an annual salary of \$1,000 or more, or a compensation at the rate of \$1,000 or more, but less than \$1,200 per annum.

CLASS A. All persons receiving an annual salary of \$900 or more, or a compensation at the rate of \$900 or more, but less than \$1,000 per annum.

CLASS B. All persons receiving an annual salary of \$840 or more, or a compensation at the rate of \$840 or more, but less than \$900 per annum.

CLASS C. All persons receiving an annual salary of \$720 or more, or a compensation at the rate of \$720 or more, but less than \$840 per annum.

CLASS D. All persons receiving an annual salary of \$600 or more, or a compensation at the rate of \$600 or more, but less than \$720 per annum.

CLASS E. All persons receiving an annual salary of \$540 or more, or a compensation at the rate of \$540 or more, but less than \$600 per annum.

CLASS F. All persons receiving an annual salary of \$480 or more, or a compensation at the rate of \$480 or more, but less than \$540 per annum.

CLASS G. All persons receiving an annual salary of \$420 or more, or a compensation at the rate of \$420 or more, but less than \$480 per annum.

CLASS H. All persons receiving an annual salary of \$360 or more, or a compensation at the rate of \$360 or more, but less than \$420 per annum.

CLASS I. All persons receiving an annual salary of \$300 or more, or a compensation at the rate of \$300 or more, but less than \$360 per annum.

CLASS J. All persons receiving an annual salary of \$240 or more, or a compensation at the rate of \$240 or more, but less than \$300 per annum.

CLASS K. All persons receiving an annual salary of less than \$240, or a compensation at the rate of less than \$240 per annum.

Rule XIII.

PROHIBITIONS AND PENALTIES.

1. The wilful violation by any person in the Philippine civil service of any of the provisions of the Civil Service Act or of these rules shall be considered good cause for the removal of such person from the service.

2. No person in the Philippine civil service shall use his official au-

thority or official influence to coerce the political action of any other person or body.

3. No officer or employee in the Philippine civil service shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding, or neglecting to make, any contribution of money or other valuable thing for any political purpose whatever.

4. No inquiry shall be made and no consideration whatever shall be given to any information relative to the political or religious opinions or affiliations of persons examined, or to be examined, or of officers or employees in the matter of promotion, and no discrimination shall be exercised, threatened, or promised against, or in favor of, any person examined or to be examined because of his political or religious opinions or affiliations.

5. In making removals or reductions, or in imposing punishment for delinquency or misconduct, penalties like in character shall be imposed for like offenses and action thereon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

6. No recommendation of an applicant, competitor, or eligible involving any disclosure of his political or religious opinions or affiliations shall be received, filed, or considered by the Board, by any examining committee or special examiner, or by any nominating or appointing officer.

7. No officer or employee shall undertake any private agency or engage in any private occupation in any manner connected with the exercise of his official duties.

8. No officer or employee shall engage in trade or be connected with any commercial undertaking without leave from the head of the department or office in which he may be serving. As a general rule this prohibition will be absolute in the case of officers and employees whose remuneration is fixed on the assumption that their entire time is at the disposal of the Government.

PHILIPPINE CIVIL SERVICE BOARD.

Manila, P. I., December 28, 1900.

We certify that the foregoing rules have been prepared and adopted by the Philippine Civil Service Board in accordance with the requirements of sections 4 and 6 of the Civil Service Act.

C. S. ARELLANO,
FRANK M. KIGGINS,
W. LEON PEPPERMAN,

Members of Board.

OFFICE OF THE U. S. MILITARY GOVERNOR IN THE
PHILIPPINE ISLANDS.

MANILA, P. I., December 12, 1900.

GENERAL ORDERS, }
No. 161. }

All changes made in civil departments under paragraph 1, Act No. 25, U. S. Philippine Commission, will be reported on the first and fifteenth days of each month, direct to the Secretary of the Civil Service Board ; first report to be made December 15, 1900. All new appointments will be reported on cards furnished by the Civil Service Board.

The President of the Civil Service Board will make a monthly report, in duplicate, of all changes to the office of the Military Governor, noting any irregularities and recommendations that the Board desires to call attention to.

The Civil Service roster and all statistics concerning the Civil Service, inaugurated by Act No. 5, U. S. Philippine Commission, will be kept by the Civil Service Board.

BY COMMAND OF MAJOR GENERAL MACARTHUR :

E. H. CROWDER,
Lieut. Colonel, 39th Inf., U. S. Vols.,
Secretary.

CIRCULAR No. 43. }
DIVISION OF CUSTOMS AND }
INSULAR AFFAIRS. }

WAR DEPARTMENT.

WASHINGTON, December 6, 1900.

The following is published for the information and guidance of all concerned :

EXECUTIVE ORDER.

The United States Civil Service Commission is directed to render such assistance as may be practicable to the civil service board created under the act of the United States Philippine Commission for the establishment and maintenance of an honest and efficient civil service in the Philippine Islands, and for that purpose to conduct examinations for the civil service of the Philippine Islands upon the request of the civil service board of said islands, under such regulations as may be agreed upon by the said board and the said United States Civil Service Commission.

WILLIAM MCKINLEY.

November 30, 1900.

ELIHU ROOT,
Secretary of War.

Interpreter examinations.

N. B. These examinations should have been mentioned under the head " Descriptions of examinations."

There are two grades of examination for interpreters : (1), an interpreter examination, and (2), a junior interpreter examination. The entrance salary for these positions will vary according to the vacancy to be

filled and the ability of the appointees. No definite information in regard to salaries can be given, pending a readjustment of salaries in the service.

The subjects and weights of the interpreter examination are the same as those for translator (see Sec. 32), except that the seventh subject will consist in interpreting from English into Spanish, and the eighth, in interpreting from Spanish into English. The time allowed for the whole examination is six hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 300 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English.

The subjects and weights of the junior interpreter examination are the same as those for junior translator (see Sec. 33), except that the sixth subject will consist in interpreting from English into Spanish, and the seventh, in interpreting from Spanish into English. The time allowed for the whole examination is five hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 200 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. The interpreting tests in the junior interpreter examination will be less difficult than in the interpreter examination.

Memorandum showing the number of officers and enlisted men, American civilians, natives, Spaniards and Chinese on duty in the Philippine Civil Service.

(NOVEMBER 20, 1900.)

UNDER.	OFFICERS (ARMY AND NAVY)	AMERICAN CIVILIANS	NATIVES, SPANIARDS OR CHINESE	ENLISTED MEN
Military Governor.....	4	6	33
Philippine Commission.....	21	10
Treasurer.....	1	2	2	1
Auditor.....	2	18
Collector of Customs.....	(a) 83	115	199	(h) 95
Collector of Internal Revenue.....	(b) 82	21	164	20
Director of Posts.....	67	59	1
Civil Service Board.....	3	3
Bureau of Forestry.....	1	3	43	1
Bureau of Mines.....	1	2	4	1
Bureau of Statistics.....	1
Captain of the Port.....	(c) 1	7	283	2
Provost Marshal General—	2
Municipal Records.....	1	7	78	2
Quartermaster.....	10	(f) 4
Secret Service.....	1	4	11	3
Receipts and Disbursements.....	1	2	4	2
Public Instruction.....	(d) 1	51	147	1
Wardens of Penitentiaries.....	3	70	2
Police Department.....	1	788	1
Board of Health.....	7	9	198	6
Licenses and Municipal Revenue.....	1	7	78	5
Inspection.....	1	1	3
Public Works.....	1	11	12
Water Department.....	2	87
Streets, Parks, Fire, and Sanitation...	3	14	(g) 1117	3
Illumination.....	1	1
Supreme and Inferior Courts.....	2	3	184
Totals.....	(e) 201	386	3546	183 3546 386 201
Grand Total.....	4316
Percentage of each class of the entire service.....	4.66	8.94	82.16	4.24

NOTES.—

(a) Of this number 41 are Inspectors of Customs who also act as Collectors of Internal Revenue;

(b) This number does not include Inspectors of Customs who are also Collectors of Internal Revenue;

(c) A Naval officer;

(d) A Naval officer who acts as Superintendent of the Nautical School;

(e) These officers are, in nearly all cases, heads or assistant heads of bureaus, Collectors or Inspectors of Customs, or Collectors of Internal Revenue;

(f) In addition \$1680 per annum is appropriated for janitors, numbers not specified;

(g) These are mostly unskilled laborers;

(h) These men are detailed for duty as checkers upon foreign vessels and as inspectors aboard ships; their places can be filled by native clerks when they are relieved from this duty.

II.

Examination—	
application blank to be filed before.....	6
competitive, positions required to be filled by.....	4
how to proceed to secure an.....	5
of employees now in the service.....	48
physical, of Americans.....	45
rules governing competitors in.....	8
when applicant desires to change place of his.....	6
Examination papers—	
method of rating.....	13
rules for rating.....	14-22
Examination room, applicants to bring certain things to.....	7
Examinations—	
caution as to haste and carelessness in.....	7
classes of persons debarred from.....	6-7
description of.....	22-42
fraud in connection with, penalty for.....	46
names of positions exempted from.....	47-48
non-competitive.....	45
rules governing competitors in.....	58
Spanish, rules for rating.....	22
use of public buildings for purpose of.....	46
where to be held.....	5-44
Examiners, when persons not in public service may be employed as.....	45
Examining committees to be appointed by Board.....	45
Executive civil service of the Philippine Islands, extent of.....	56
Financial agents, probable need of.....	31
Fire department, relative to filling vacancies in.....	44
General Orders, No. 1, promulgating Civil Service Rules.....	54
Geography, rules for rating.....	17
Grade, what is meant by term.....	55
Guards at prisons and penitentiaries, relative to.....	44
Hours of labor, act regulating.....	51
Interpreter examination—	
description of.....	68
rules for rating.....	21
Investigations authorized.....	45
Junior clerk examination, description of.....	26-27
Junior interpreter examination, description of.....	68
Junior translator examination, description of.....	39-41
Laborers—	
form of examinations authorized for.....	44
method of filling vacancies in positions of.....	4
relative to employment of.....	12
rules governing employment of.....	64
Leaves of absence, act regulating.....	51
Letter writing, rules for rating.....	16
Living in the Philippines, cost for Americans.....	12
Loyalty, oath of.....	5-47
Messenger examination, relative to.....	42
Military division of the Philippines, civil positions in.....	3
Military Governor, order of, promulgating Civil Service Rules.....	54
Military or naval service, act relative to persons detailed for civil duty from.....	49-56
Natives of islands, to be preferred in selections from certifications.....	11-47
Non-competitive examinations, authorized.....	45
Number of employees in service.....	70
Oath of loyalty, relative to.....	5-46-47
Offenses, penalties like in character for like.....	67
Office hours, act regulating.....	51
Officers, use of term.....	55
Offices, method of filling vacancies in higher.....	4
Official authority and influence, when not to be used.....	66-67
Official roster of employees to be prepared.....	65
Penalty for violation of Civil Service Act.....	46
Penmanship, rules for rating.....	16
Philippines, cost of living in.....	12
Philippine Civil Service Board. (See Civil Service Board.).....	
Plain copy, rules for rating writing of.....	14
Police force, relative to filling vacancies in.....	44
Political funds, employees under no obligation to contribute to.....	47-67
Political or religious opinions of applicants not to be disclosed.....	46-67
Postoffice address, change of.....	9
Postoffice service examination—	
description of.....	41
rules for rating.....	21
Printers, relative to future examinations for.....	42
Private occupation or employment, no officer or employee to engage in.....	67
Private secretaries, class exempted from examination.....	47
Probation, period of, authorized.....	44
Professional, technical and scientific positions, method of filling vacancies in.....	4-44
Prohibitions and penalties.....	66
Promotion, competitive examination for.....	44
Promotions, rules governing.....	63
Rating of papers, rules governing.....	59
Re-examination, when allowed and not allowed.....	10
Reinstatements—	
authorized.....	44
rules governing.....	61

III

Removal—	
Board has no power of.....	12
of subordinate officers and employees, act relative to.....	50
Removals or reductions, rule in regard to.....	67
Reports to be made by heads of offices to Civil Service Board.....	46
Rough draft, rules for rating copying from.....	15
Rules, Civil Service, what they shall provide.....	44
Salaries—	
act requiring plan for readjustment of.....	50
not to be paid to persons illegally appointed.....	46
to be paid in United States money.....	49
Salary classification.....	65
School teachers exempted from examination.....	48
Soldiers, sailors and marines of the United States, preference allowed.....	47
Spanish language, when examinations are to be held in.....	44
Special examiners, to be designated by Board.....	45
Spelling, rules for rating.....	14
Stenography examination—	
description of.....	33-35
rules for rating.....	17
Stenography and typewriting (combined) examination, description of.....	37
Temporary appointments, authorized.....	45-48
Trade, no officer or employee to engage in, without leave.....	67
Transfers authorized.....	44
rules governing.....	62
Translator examination—	
description of.....	37-39
rules for rating.....	20-21
Transportation in Manila, cost of.....	13
Transportation of appointees from and to the United States, act relative to.....	51
Typewriting examination—	
description of.....	35-36
rules for rating.....	18-20
Unclassified positions, designations of.....	5-57
Unclassified service, what is meant by.....	3-55
Under clerk examination, description of.....	27-29
United States Civil Service Commission to conduct examinations for Board.....	68
United States Civil Service Commission, what applications should be addressed to.....	3 5
Vacancies, method of filling.....	4-10
Watchman, examination, relative to.....	42

Mr. U

